Fraenkel Gallery

49 Geary St #450,

San Francisco, California

94108

To Whom It May Concern:

I am writing to express my interest in the Gallery Associate position at the Fraenkel Gallery, as advertised on LinkedIn. As a young professional seeking an entry-level position related to my studies in Art History and work experience as Chief of Staff at a local art gallery, I was delighted to see availability in your office!

Currently, I am a Senior pursuing a Bachelor’s in Art History and French at California State University, Sacramento, and will graduate in May 2019.

My past positions have enabled me to build strong customer service expertise and gain experience in working with project proposals, project management and cost management—requiring the coordination/collaboration with other departments to track contract execution. Thus, I am very comfortable with Microsoft Programs essential to project tracking, such as Project, Excel and PowerPoint, and projects that require the application of Adobe programs, such as Photoshop, Illustrator and Portfolio.

Most recently, I have advanced from Gallery Assistant to Chief of Staff at the University Library Gallery at California State University, Sacramento and have demonstrated proficiency in conducting administrative tasks such as the hiring and overseeing of student assistants, participation in preparing loan agreements and financial requests, and maintenance of private collections, corresponding inventories and databases. Additionally, experience with studying and working in France has rendered me highly adaptable in work environments, social conditions and evaluating appropriate professional behaviors.

I am an autonomous, highly motivated employee and possess the ability to fulfill the duties of this position by providing calm and clear communication (via email, telephone, in-person), utilizing my strong computer technical skills in Microsoft Office Programs and Apple Productivity Apps, and previous experience in the project management positions.

You can reach me at the phone number (WhatsApp available) or email provided. I look forward to hearing from you. Thank you for your time and consideration.

Sincerely,

Example Student

**OBJECTIVE**

Soon to graduate in May 2019. Seeking to bring my strong sense of motivation, accountability and organization to Fraenkel Gallery in the Gallery Associate position with opportunity for professional challenges and growth in the Museum sector. Specific interests include art conservation and restoration, archival and museum management positions.

**EDUCATION**

**Bachelor of Arts in Art History and French,**

**California State University, Sacramento**

 *Expected*: May 2019

 *Honors*: Dean’s Honor List, Fall 2016

 *Language* *Skills*: Fluent in French, C1 level

 Intermediate in Spanish, B1 level

 *Research*: Napoleonic Imperial Coinage, 2018 –2019

 Italianate Portrait Medals, 2018

**Study Abroad Participant**

* Université Paris 1, Panthéon-Sorbonne, Spring 2018
* Université Paris 10, Paris Ouest Nanterre La Défense, Fall 2017
* Université Paris 4, Sorbonne, Spring 2017
* Université Paris 8, Vincennes Saint-Denis, Fall 2016

**PROFESSIONAL SKILLS AND KNOWLEDGE**

**Project Management**

* Implementation of Earned Value Management Systems (EVMS) and Long Range Capability Flight Planning (LRCFP) procedures when preparing, developing and coordinating the integrated master plan and schedule of multi-million dollar contracts
* Utilization Gantt, PERT, milestone charts, earned value management and other project management techniques to gauge progress and identify performance variances to facilitate focus and intervention on critical areas while ensuring major projects and program schedules are horizontally and vertically integrated across company functional groups including finance, engineering, and manufacturing
* Programs and applications included Microsoft Office Suite (Excel, Project, PowerPoint, Outlook), SAP Systems, and Oracle

**Gallery Management**

* Work independently ensure all gallery activities run smoothly, including administration and maintenance of inventory, social media accounts, websites and other media output; and hire, manage, and direct student assistants in compliance with University and Federal Work Study guidelines
* Exhibit a strong attention to detail and understanding of the acquisition and creation of loan agreements for upcoming exhibitions; conduct financial reviews such as reviewing and requesting funding; and provide clientele support (liaising with clients, specialists and other internal departments)
* Programs and applications included Microsoft Office Suite (Excel, Project, PowerPoint, Outlook), Adobe Programs (Illustrator, Lightroom CC, Photoshop CS+CC, Portfolio), Instagram, and Facebook

**WORK HISTORY**

**Student Assistant, Secretary**, World Languages and Literatures, California State University, Sacramento, Present

**Chief of Staff**, University Library Gallery, California State University, Sacramento, Present

**Gallery Assistant**, University Library Gallery, California State University, Sacramento, 2014 – 2016 & 2018

**Business Administration Intern and Analyzer**, Northrop Grumman Corporation, 2014 – 2018

**ACTIVITIES**

* + Art History Club at California State University, Sacramento

Secretary, 2019 | Member, 2015 – 2016

* + Museum Hue; multicultural platform for diversity, advancing people of color within arts, culture, higher education and museums, 2018 – 2019
	+ French Language and Culture Club at California State University, Sacramento, 2015 – 2016
	+ Future Business Leaders of America; international business debate team for high school students, 2014

**REFERENCES**

**Elaine O’Brien,** **Ph.D.,** Art History Professor and Advisor,

Art History Department

California State University, Sacramento

Kadema Hall, 6000 J St.,

Sacramento, California 95819

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**Valeria Herrera,** Department Coordinator

Supervisor at World Languages and Literatures**,**

California State University, Sacramento

Mariposa Hall, 6000 J St.,

Sacramento, California 95819

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**Chris Daubert,** Acting Director

Supervisor at University Library Gallery,

California State University, Sacramento

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