

Response to Identified Advertisement

(Date)

Mrs. Eleanor Bishop
Chair, Search Committee
408 Massachusetts Avenue
Cambridge, MA 02102

Dear Mrs. Bishop:

The "Director, Sustaining Fellows Program" posting which appeared in the HBS Alumni Job Bank describes closely the work I currently do at the Crawford Museum of Art.

For the past fifteen years I have held various administrative positions in the Museum, ranging from Assistant Curator of Special Exhibits to my current position as Director of Business and Industry Relations. In my eight years in this position I have performed all of the functions described in the advertisement.

Currently I am working with Trustees and Corporation Members to expand the Museum's "family" of donors. I have designed special events and trips to accomplish this task; the "Evenings at The Crawford" series I developed has attracted over 240 new contributors to the Museum.

During the week of March 28 I will call you to see if you would like to discuss my background in greater detail. If you should wish to be in touch with me before then, my direct line is 617-234-5678.

Sincerely,

Your Name