

Thomas Thanks
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Month day, year

Mr. Michael Michaud
Manager
Vision Art Gallery
2 Acrylic Avenue
Ottawa, ON K1D 3T4

Dear Mr. Michaud,

It was a pleasure meeting with you on Wednesday, April 12th regarding the position of Assistant Art Gallery Administrator. I appreciated the opportunity to discuss my qualifications and I am grateful for the time you took to interview me and answer my questions about the position and your gallery.

Working for the Vision Art Gallery is a unique opportunity in which I can combine my educational background in visual art with my work experience as an Administrative Assistant. As we discussed in our interview, I have always aspired to work for an art gallery with an impressive reputation such as yours. I was aware of the recognition the gallery received for its support of young artists, but I was not aware of your plan to implement a scholarship program within the next two years. I look forward to cooperating with the rest of the team to ensure the program's success as I believe it will help many students and encourage them to pursue a future in visual art.

Again, I would like to thank you for the time and courtesy that you extended to me. If there is anything that I can offer to help prove that I am the right person for the position, please do not hesitate to contact me. I look forward to hearing from you soon.

Sincerely,

Thomas Thanks