Dear Ms. Cooper,

I’m writing to apply for the summer docent program at the Museum of Local History.

I have an extensive docent experience, having volunteered at both the Harbor Museum and ABC Art, and have led tours both as a student leader and a member of the town’s historical society. In addition, I’m a lifelong town resident and an enthusiastic amateur historian.

I’ve attached my cover letter and resume for your review. I hope you’ll contact me at your convenience to discuss the program and to arrange an interview. Thank you for your time.

Best,

Sarah Smith  
email@email.com  
555-555-555