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Eileen Bishop  
Centre for Education  
Tate Modern Bankside  
London  
SE1 9TG  
England

12 March 20XX

Dear Ms Bishop

**Application for a work placement in the Centre for Education of the Tate Modern**

I am a third-year student of Art History and English at the University of Munich in Germany and am looking for a work placement in London which combines contemporary art with education. I was very interested to read on your website that the Tate Modern Centre for Education offers student placements. I would like to apply for the placement advertised from July to the end of September 20XX.

**Kommentiert [BO1]:** This is a good introduction. She explains why this is the job for her.

As a student of Art History, I have taken courses in both ancient and modern art. My work as an official tour guide for the city of Bamberg also required that I know about the art history of the town and be able to convey the information in a clear and engaging way. More recently, my personal interest in contemporary art has led me to take up a part time job in a gallery specializing in modern art where I answer customer queries and provide information about individual items in the collection.

**Kommentiert [BO2]:** Mentioning job experience that fits the new job requirement and expressing in a way that you liked doing what you did before, makes you fit the profile.

Parallel to my studies, I have also worked as an English tutor and have developed strategies to improve learning skills. I have taught school children in Germany and adult groups in Singapore.

I am confident my work as a tour guide, knowledge of contemporary art and experience teaching would enable me to contribute to the success of your Centre for Education and I am very excited about the possibility of working at the Tate Modern. My CV is enclosed, and I would welcome the opportunity to discuss my background and ideas and learn more about the work placement. Thank you for considering my application.

Yours sincerely

Antonia Wellenreuter