

Dear Mr Croft,

I am writing to apply for role of Visitor Services Officer at the Museum of World War History as advertised on your website. Please find attached my CV.

I am a 3rd year undergraduate student studying at the University of Kent for a BA (Hons) degree in History. I have always loved looking at many different areas of history, as demonstrated by the broad module choices I have made during my time at Kent from Medieval modules to Britain and the Falklands War. One of my favourite modules that I undertook as part of my degree was Origins of the Second World War which appears to link well with the collections at the museum, and inspired me to apply for this role.

Being part of a family of three museums is something which really appeals to me about working at the award winning Museum of World War History. I am particularly excited to see your current major exhibition True Tales: Exploring the Story Behind the Name. The museum excels at creating interactive exhibitions suitable for all the family and this particularly appeals to me as I have a number of years' experience working with children.

Over the past year I have volunteered at the Technology Museum in Sittingbourne and have had the opportunity to learn from paid members of staff. As part of this experience I have assisted school tours around the museum and I also had the opportunity to observe and help out at seasonal events involving crafts, games and object handling sessions. I have continued to volunteer my time during various events at the museum and have even created an additional event which took place during the summer holidays and resulted in additional revenue for the museum. I have also had the opportunity to create content for the Museum's social media pages.

Additionally, I am an enthusiastic team player who is comfortable leading and working within a group. This was a result of working as a football coach as a Sunday and holiday job for the last four years. Furthermore, as a member of the university Paddleboard Society I was elected as their General Secretary. This resulted in working closely with the other committee members to ensure that the club ran well.

My part time Saturday job in Sales United has enhanced my customer service skills and sales technique. I have regularly exceeded my targets for opening customer account cards. Furthermore I have completed my European Computer Driving Licence qualification which has enhanced my IT skills, especially my knowledge of Excel and databases.

I believe I have the skills to fulfil the duties of this role and I look forward to hearing from you in due course.

Yours sincerely,

Jennifer Marethis
Jennifer Marethis