

Jack Smith

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Date

National Museum of African Art Smithsonian Institution
P.O. Box 37012 MRC 708
Washington, DC 20013-7012

Dear Mr. Nkrumah:

I am contacting you in response to the job announcement posted in the careers section of the National Museum of African Art web site for the position of Director of Funds and Procurement. The position is of great interest to me due its dedication to assisting the museum and Smithsonian to foster the discovery and appreciation of the visual arts of Africa.

The job announcement mentioned the ideal candidate needs to possess superb research skills and to be well versed in international customs. As a doctoral student at American Public University I participated in three excavations in Egypt where I was assigned the task of examining the tomb of King Tutankhamun. Each excavation lasted two months and required great attention to detail. These experiences not only strengthened my research skills they also granted me the opportunity to travel abroad and to become familiar with international customs.

The position also requested applicants have a background working for non-profit organizations and grant writing. I have been a member the board of directors for a non-profit organization called His Story for three years, which educates the world about the history of members of the African Diaspora. As a member of the board of directors we wrote grants to secure municipal funding. The grants I helped to construct have resulted in securing over \$300,000. These skills will be beneficial to the Director of Funds and Procurement as I am results driven and dedicated to the cause of promoting appreciation of African art.

Due to my strong background with ancient artifacts and non-profit governance, I look forward to utilizing my skills to further the awareness of African visual arts. I look forward to discussing how my background and skills can be utilized to further the goals and aspirations of the organization. I can be reached through via the contact information listed at the top of this letter.

Respectfully,

Jack Smith