Maria Smigielski

2020 Westham Woods Court

Virginia Beach, VA 23454

Masmigiel2020@gmail.com

February 26, 2012

Ragan McManus

Director of Education

Virginia Museum of Contemporary Art

2200 Parks Avenue

Virginia Beach, VA 23451

Dear Ms. McManus:

My name is Maria Smigielski, I am a senior in Virginia Beach’s Global Studies and World Languages Academy at Tallwood High School in Virginia Beach. I am writing in regards to obtaining an unpaid internship at Virginia Museum of Contemporary Art during spring break, April 9-13, 2012. It will be a great achievement for me to receive this honor from MOCA.

As a serious art student, I have exceled in my art courses and had the honor of having my work displayed at MOCA last year. In addition, my art portfolio was accepted for admissions by the prestigious School of the Art Institute of Chicago into their Bachelor of Art in Visual and Critical Studies program. In my enclosed resume, you will see that I have been active as in art as a musical performer and a visual artist. I also have participated in National Portfolio Day events in Richmond , VA and Washington D.C..

Along with my academic studies, I have been an active volunteer with the Virginia Beach Public Library and Virginia Beach Parks and Recreation. In both programs, my activities dealt with children’s events. In the libraries, it was the annual summer reading program. In parks and recreation, I supervised the Children’s game room.

If I meet your expectations and requirements for an unpaid internship, please contact me by phone at 757-575-0178 or by e-mail at masmigiel2020@gmail.com .

Whatever your decision, please accept my sincere thanks for your time and consideration of my request.

Sincerely,

Maria Smigielski

Enclosure