

Aisha Merriwether

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May 31, 2019

Pioneer Museum
2340 N. Fort Valley Rd.
Flagstaff, AZ 86001

Dear Selection Committee:

I am excited to apply for the Historical Records Clerk position at the Arizona Historical Society's Pioneer Museum. I have spent half my life in Northern Arizona and have always been captivated by the cultural and geographic changes the region has seen over time, which inspired me to study history. As a researcher-in-training and lover of museums, I would love the chance to join your team and contribute to your mission of preserving the unique history of Flagstaff and the Grand Canyon.

Learning from an archivist and a curator at the Old Statehouse Museum in Little Rock, AR taught me much about how a museum functions. During this time, I saw firsthand how exhibitions are built from scratch and how each piece a museum receives should be carefully documented, displayed, and treated with care. Specifically, I gained experience with cataloging collections information using MS Excel and keeping electronic records of dates and locations of each item.

Moreover, my time as a research assistant in the Northern Arizona University History Department has honed my analytical skills, organization skills, and attention to detail. Along with a professor and scholar, I coded 50,000 records with Apache Stark software, making them easily accessible to other researchers. This experience has given me appreciation for the importance of keeping accurate data.

Thank you very much for considering me as a candidate for this opportunity. Please reach out to me by phone or e-mail if you have any questions. I would also be glad to explain how I am an excellent fit for this position and the Pioneer Museum in person.

Respectfully,

A handwritten signature in black ink, appearing to read 'Aisha Merriwether' in a stylized, cursive script.

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