

[YOUR NAME]

Your Address, City, State Zip

Phone: ###.###.#### Email: your_name@domain.com

Date

Name

Title

Company

Address (or email or phone)

City, ST ZIP

Dear (Name or Director of [Program] or Principal):

I am writing this letter to express my sincere interest in the _____ position at _____ that was (listed on/referred to me by) _____. Based on my research into your program, I believe my skills and experience would make me strong contributor to your success.

Throughout my career as a music educator, I have built a reputation for developing, managing, and growing successful programs and collaborating cross-functionally with teachers, staff, and administration in order to ensure student success. I have worked hard to make student and program success my top priority, and to build a strong history of accomplishments. Other notable qualifications include:

- Deep experience growing and building programs, improving performance, and producing consistent success over time
- Familiar with all aspects of a band program and able to fill a diverse number of rolls in order to contribute to program success
- Excels at managing numerous leadership and educational responsibilities concurrently while effectively delegating responsibilities and coordinating student, staff, and parent efforts
- Skilled at setting goals and motivating students and staff members to produce high-level performance in pursuit of those goals
- Known for developing a strong rapport with students and building a trust which allows them to exceed expectations and achieve their goals.

I have attached my resume for your review, and I can be available for interview at your convenience. I am eager to discuss with you further how my qualifications and experience can help me contribute successfully to the _____ program. Please feel free to contact me by phone or email if you have any questions or would like to schedule a meeting.

Thank you so much for your time and consideration!

Sincerely,

Your Name

Phone number

Email address