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Wolfgang A. Mozart
Principal
Haydn Middle School
Hollywood, CA 00000

There is a lot of information in this letter that leads me to think that YOU are the person I need to interview! It doesn't have to be this long but it does have to have impressive content. USE QUALITY PAPER FOR BOTH THE LETTER AND THE RESUME. -M.

Dear Mr. Mozart:

Please consider this correspondence to serve as a letter of interest regarding the position of Band and General Music Teacher for Haydn Middle School. It is evident from your mission statement that you place a great deal of importance on educating every aspect of a child's mental, physical, and social development. My experience would contribute to the ongoing building and maintaining of a classroom culture where students can grow and develop as young musicians with a passion for music-making and an appreciation of the arts in general.

During the course of my studies at XYZ University, I have been provided with numerous opportunities to work with both middle and high school students of varying levels of achievement. In my four years at the university, I assisted with the planning and organization of the Sunset Regional Honor Band. As president of the XYZ chapter of the National Association for Music Education, I also helped coordinate several successful fund-raising events that provided scholarships for public school students to participate in extra-curricular music activities.

For the past three summers, I have had the privilege of working as a Senior Volunteer for the Beethoven High School Marching Band Program where it was my responsibility to oversee the new members of the program. As a student teacher with the Stravinsky Middle and High School Band Programs, I taught two middle school bands, the high school intermediate and advanced bands, a percussion ensemble class and competitive marching band.

In addition to being a strong musician, I hold myself to a high standard of excellence in all things. Strong communication, organization, and leadership skills are vital in building and maintaining any music program. So that students develop a lifelong love of the arts, I am committed to providing a structured learning environment where all students are given the opportunity to achieve at a high level thereby learning the life skills needed to become productive, young adults.

Attached is a copy of my resume for your perusal. I am confident that my education has thoroughly prepared me to become an asset to Haydn Middle School. Please let me know if you would prefer to see any further supporting materials.

I look forward to hearing from you about the scheduling of an interview and am available at your convenience.

Thank you,

(Sign your name NEATLY here)

Marcia M. Neel

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