

111 Cardinal Street
Louisville, KY 40217
(444) 444-4444

March 14, 2010

Ms. Anna Employer
School Principle
Eastside Elementary School
9876 Great Cover Letter Boulevard
Louisville, KY 40292

Dear Ms. Employer,

I am writing in response to your job advertisement for a music teacher at Eastside Elementary School. I found the advertisement for this position using the district website. My educational background and professional experience makes me an excellent candidate for this position. I will receive my Bachelor of Music in Music Education and Piano Performance in May 2010 from the University of Louisville. I am currently seeking a full-time position as a music educator in the elementary school setting.

The Music Education program at the University of Louisville has provided me with various opportunities to gain teaching experience. I completed a semester-long internship as an assistant music educator at Hillview Elementary School. The lead teacher gave me the responsibility of developing a three-week unit on the recorder. In addition to planning the unit, I was given the opportunity to co-teach with the lead instructor. During my sophomore and junior years as an undergraduate, I volunteered at Louisville Elementary School on a weekly basis. I was responsible for directing the after-school choir program. My tasks included selecting age-appropriate music, coordinating the concerts, and directing the students. This opportunity gave me the chance not only to conduct, but also to gain experience in working with large numbers of elementary school children.

I am currently in the process of completing my student teaching practicum at Sunny Springs Elementary School. Thus far, I have been full-time teaching for eight weeks. I am responsible for a total of 20 classes, grades kindergarten through fifth. My teaching responsibilities include designing age appropriate lesson plans tailored to the state's standard course of study, implementing behavior modification plans, differentiating lessons based on various ability levels, and assessing learning outcomes using formative and summative assessments. In addition to teaching daily classes, I also coordinate and direct the fifth grade choir.

I am excited by the prospect of working as your music educator at Eastside Elementary School. My enthusiasm for children and music as well as my knowledge and proficiency in music

pedagogy would serve as an asset to your team. I enclosed my résumé and professional references for further consideration. I hope to receive the opportunity to discuss my qualifications in greater detail. I can be reached by phone, email, or mail. Thank you for your time and consideration.

Sincerely,

Rebecca Job Hunt

Rebecca Job Hunt

Enclosures: Résumé and professional references