

## Cover Letter Guide

### PUT YOUR LETTERHEAD HERE

Date

Name and title of the addressee

Address

City, State Zip

Dear Mr./Mrs./Ms./Dr. \_\_\_\_\_/Search Committee Members:

**1<sup>st</sup> PARAGRAPH:** Begin with a compelling sentence. Tell why you are writing. Name the specific position or type of work you are applying for. Mention the resource used in finding out about the opening, if appropriate.

**2<sup>nd</sup> PARAGRAPH:** Explain why you are interested in working for that organization or in that field of work. Most importantly, what do you have to offer? Explain the reasons WHY you want to be a part of that organization. Point out 2 or 3 qualifications or achievements you think would be of greatest interest to the employer, addressing your remarks to his/her point of view. Expand on the information in your CV.

**LAST PARAGRAPH:** Indicate your desire for an interview and your plan of action. State that you will call on a specific day to confirm the receipt of your CV and answer any questions the employer might have (make sure you call at that time). If you will be attending the relevant professional organization's conference, indicate that. If the employer is in another geographic area, state when you will be in that area and request to meet with the employer then. In any case, make sure your closing paragraph is positive and action oriented. Have your phone number clearly visible. Thank the reader for his/her time and consideration.

Sincerely,

Your name signed in cursive (Insert four blank lines between the word "sincerely" and where you type your name, to leave room for your signature)

Your name typed

## JOANNE INTERESTED

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1408 Braes Ridge Drive Apt. A ••• Austin, TX 78723  
(512) 123-4567 ••• jinterested@mail.utexas.edu

October 25, 2008

Professor James Webster  
Chair, Musicology Search Committee  
Department of Music  
Research University  
Ithaca, NY 14853-4101

Dear Professor Webster:

I am excited to apply for the Asst./Assoc. Professor of Musicology/Theory position at Research University. I am a twentieth-century scholar with an abiding commitment to both research and teaching, and I believe I am an excellent candidate for this position. As evidenced in my research profile below, I would be thrilled to work at Research University, where the intellectual community is vibrant and musicology and theory are integrated. My twentieth-century expertise will be a valuable asset to your faculty, which is already strong in 17<sup>th</sup> and 18<sup>th</sup> century music and new musicology.

I expect to finish my dissertation, *Historical Memory and György Lovell's Sound-Mass Music 1958-1968*, in May 2009. In my dissertation I use archival research and analysis to show how Lovell absorbed and reproduced certain musical discourses in his sound-mass music, particularly those that were valued in his Western avant-garde milieu. In addition, I have published and presented papers at national conferences on topics as diverse as Charles Ives and the soundtrack to the film *Dancer in the Dark*. I look forward to teaching upper-level undergraduate or graduate seminars on topics such as post-tonal theory and analysis, avant-gardism in music, post-war music, and disability studies approaches to music or film music.

I bring five years of experience teaching music theory and aural skills at the freshman and sophomore levels. My classes at the University of Texas at Austin engage students' musicianship, creative thinking, and willingness to experiment and explore through analysis. I use my strong keyboard facility to emphasize that listening is indispensable for musical analysis. I believe strongly in the value of a liberal arts education and I view myself as a catalyst for the kind of critical thinking that education must foster. I will motivate the high-quality students at Research University by listening to their ideas and remaining committed to learning myself; I believe my enthusiasm and willingness to discover, question and think can be passed on to my students and will serve them well in music and in life.

I look forward to speaking with you further about my background and how it will create a complementary balance between your needs and my talents. I will be attending the AMS/SMT conference in Nashville and would welcome the opportunity to meet with you then. Many thanks for your consideration.

Sincerely,

JoAnne Interested  
Enclosures