

SAMPLE

## Melody A. Cappella

219 Westmoreland Drive  
Jackson, MS 39207

(601)-576-9843  
mcapella@yahoo.com

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October 15, 20xx

Bakersfield School District  
4765 Canyon Drive  
Los Angeles, CA 67566

Dear Ms. Smith:

It is with considerable interest that I enclose my resume for the Music Teacher position currently available with the Bakersfield School District. With almost 20 years of music-related experience, and over 15 years as a teacher, I am confident in my ability to become an asset to your educational institution.

As you will note, I have acquired both a Master's of Music Degree and a Bachelor's Degree in Education. In addition, I am certified in multiple areas including a California Preliminary Single Subject Teaching Credential: Music, Pre-12; and a California High School Certificate with Elementary Endorsement: Music; K-12.

As a versatile individual, I have had opportunity to hold a number of professional roles including Music Teacher, Musician Instructor, and Private Music Instructor, through these experiences, I have been fortunate enough to educate a diverse group of elementary and middle school students, who functioned below- and on grade level.

My goal is to install a sense of music appreciation, who at the same time teaching students about the technical aspects of music. Furthermore, I strive to expand children's interests by organizing field trips, integrating multicultural lessons, and incorporating a wide range of activities, manipulative, and cooperative learning projects. By utilizing these effective methods, I am able to reach out to each student. Introduce new concepts, foster a fun learning environment, and help students blossom into well-rounded individuals.

In closing, I look forward to meeting with you to discuss in greater detail how I can contribute to the continued success of your music program. If you have any questions, or would like to set a time to meet, please feel free to contact me at the number listed above. In the interim, thank you for your time and consideration.

Sincerely,

*Melody A. Cappella*

Melody A. Cappella

Enclosure

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**Objective:** To obtain a position as a music director for a successful orchestra

## Education:

**Delta State University**  
Bachelor of Art in Music  
With Honors, GPA= 3.65

**Cleveland, Mississippi**  
20xx – 20xx

## Experience:

**Bologna Performing Arts Center**  
*Event Staff*

**Cleveland, Mississippi**  
20xx – 20xx

- Plan and organize theatre events
- Advertise and sell event tickets
- Accommodate guests

**Delta State University College of Education**  
*Office Assistant*

**Cleveland, Mississippi**  
20xx-20xx

- Operated telephone switchboard and directed callers accordingly
- Assisted Dean's secretary in daily office tasks

**A la Carte Alley Bistro**  
*Waiter*

**Cleveland, Mississippi**  
20xx-20xx

- Served approximately 50 patrons per lunch shift
- Trained four new servers in protocol and etiquette
- Advise patrons on the details of a 30-entree menu

## HONORS & ACTIVITIES:

- Dean's List
- Mu Phi Epsilon, Music Honor Society
- Volunteer, American Cancer Society

**SKILLS:** Word Processing, Excel, PowerPoint, CPR Certified

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Dr. Charly Collins  
Vocal Professor  
Delta State University  
Cleveland, MS  
662-846-4651  
[ccollins@deltastate.edu](mailto:ccollins@deltastate.edu)

Ms. Sally Rogers  
Owner  
A La Carte Alley Bistro  
Cleveland, MS  
662-846-5556  
[Sally.rogers@alacarte.com](mailto:Sally.rogers@alacarte.com)

Mr. Phil Haynes  
Arts Education Director  
Bologna Performing Arts Center  
Delta State University  
Cleveland, MS  
662-843-4516  
[phaynes@deltastate.edu](mailto:phaynes@deltastate.edu)

## Music Interview Questions

### *Education*

- Where do you want to be in five years from now? Ten years?
- What is the most exciting thing happening in music education today?
- Describe an ideal curriculum in music.
- How would you introduce career education in music classes?
- How do you individualize learning in your classes?
- What is most important--content, outcome, or process?
- What would you like to change about how music is taught?
- How far would you plan to travel in your groups?
- Why is music an important subject in the curriculum?
- What is your philosophy of music education? What is your philosophy of education in general?
- Describe ideas for independent study projects your students have completed.
- How much time in practice do you expect from students?
- How do you involve parents in the music program?
- What is the ratio of time spent talking to students about music versus time spent having them create music?
- How will you make sure that students are being challenged in your music classes?
- How will you control behavior in large ensembles?
- How do you cope with stress?
- What are the current curriculum trends in music?
- How will you manage and protect the school's equipment?