**Nadine Note**

[Street Address]  New York, NY 55900

Phone: (567) 890-1234  Email: [Email Address]

**Today’s date**

Mr. Edward Prince

XYZ School

Street Address, City, State, Zip

**Re: Music Teacher Position**

Dear Mr. Prince,  
In response to your ad for a music teacher in your high school, I would like to present my candidacy.

As you see from my enclosed resume, I have been teaching music for 25 years to children, teens, and adults. I am proficient in playing guitar, piano, and violin, and can instruct students in classical compositions, modern scores, or other music that they prefer.

In addition to teaching individuals and groups, I have experience in:

* Organizing music festivals
* Competing in music shows against other schools
* Putting together a school band and a school orchestra

My years of teaching and tutoring also include teaching children from underserved communities and, through music, providing them with a key to bettering their socioeconomic status and breaking out of the poverty cycle into which they were born.

I would be interested in hearing more about the position and discussing my experience and qualifications further with you in an in-person meeting at your convenience. You may reach me at 567-890-1234 or at [your email address].

Cordially yours,  
Nadine Note

**Attachment: Resume**