Cover Letters

A cover letter introduces you and your resume and/or promotional materials to a potential employer, explaining both your reasons for writing and your qualifications for a specific position.

Purpose of a cover letter:
To demonstrate the match between your skills and experience and the employer’s needs and to position you as the ideal candidate for a position so that the reader will review your résumé in detail and invite you for an interview.

Creating a cover letter is a 4-step process:

1. Read the Job Description or the Job Posting to figure out what the position entails.
2. Do your research about the organization.
3. Select the relevant experience from your résumé to match the employer’s needs and draft your letter following the 3-part format in the attached template. Be sure to tailor your cover letter to the organization and the position!
4. Finalize and put the letter on the same letterhead that you use for your résumé and all other materials that you are submitting for the position.

Sources of Jobs:
All:
NEC Bridge (subscription)
http://necmusic.edu/bridge
username: ysmcareers
password: Current YSM Students only. Contact astrid.baumgardner@yale.edu

Teaching:
College Music Society music.org (subscription)
Chronicle of Higher Education chronicle.com/jobs
Higher Ed Jobs higheredjobs.com

Auditions:
Musical Chairs https://www.musicalchairs.info/

Arts Administration:
New York Foundation for the Arts nyfa.org
League of American Orchestras symphony.org
Art Job https://www.artjob.org/

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