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| Matthew D Sypek | 260 Exchange Street, Chicopee, MA 01013 |

mattsypek@gmail.com

(413) 626 – 8150

Sometown School District

Attn: Human Resources

123 Main Street

Anytown, USA

May 5, 2011

Dear Administrator:

I have been notified from the Career Center at the University of Massachusetts Amherst of an opening for the position of high school Director of Bands for the upcoming school year. I am highly interested in this opportunity.

This month, I will be graduating with a Bachelor of Music with a concentration in Music Education and Performance from the University of Massachusetts Amherst. I recently completed my practicum semester, student teaching at West Springfield High School in West Springfield, Massachusetts. I am fully certified and licensed to teach and possess the skills to educate effectively. The attached resume displays my qualifications and experience.

I would enjoy the opportunity to review my application with you in person. Please call me at your earliest possible convenience to arrange an interview.

Thank you for your time.

Sincerely,

Matthew D Sypek