lmusic01@saintmarys.edu

Current Address: 200 Le Mans Hall Notre Dame, IN 46556 (574) 555-1234 Permanent Address: 100 Main Street Mishawaka, IN 46545 (574) 555-5678

April 17, 2012

Mr. Steven Slaff Music Production Coordinator Aspen Music Festival and School 2 Music School Road Aspen, CO 81611

Dear Mr. Slaff:

I am writing to apply for the Summer Orchestral Librarian Internship opportunity with the Aspen Music Festival and School, about which I learned through the festival website. As a sophomore double major at Saint Mary's College in Music Composition and Biological Sciences, I am interested in this position because of my musical goals of becoming a composer. Given my previous musical experiences, training, and coursework, I possess the practical and diverse qualities both suited for and needed by this music festival.

My strength is working with a diverse group of people in a chamber and ensemble capacity. My musical experiences thus far have been mainly focused in areas of string technique and solo and ensemble repertoire. However, I have recently acquired skills in other aspects of music including that of vocal skills, wind and brass, conducting, and theory and composition. A Summer Intern at the Aspen Music Festival and School must have experience in all of these areas and must be able to multi-task in order to meet the demands of the various participants such as guest artists, faculty, students, and staff. I possess such abilities from experiences in various music ensembles such as the Donald A. Dake Chamber Music Academy, South Bend Youth Symphony Orchestra, and presently the Notre Dame Symphony Orchestra.

With the South Bend Youth Symphony Orchestra, I served as principal section leader. As a principal, I had many responsibilities, including attendance keeping, bow marking coordination, music numbering and preparation, and sectional rehearsal scheduling. Through these responsibilities, I developed strong skills for concise communication, leadership, management, and organizational tactics. I learned the importance of loyalty, fairness, and respect through this position. I also learned the importance of fun and enjoyment when it comes to something as intricate as music. This is one experience that has made me realize my passion for music from both an inside and performance perspective. Now, in my fourth semester of college, I thrive on learning more about all aspects of music, and in doing so I discovered a passion for composition. Not only would I gain vital experience through the Summer Internship at the Aspen Music Festival and School, but I would also contribute significantly to the program as a whole with my musical insight.

I have enclosed my résumé to provide you with more information on my academic background, work experience, and other related experiences and activities in which I have been involved. If I do not hear from you, I will contact you the week of March 5th to ensure that you have received my application materials and to inquire about scheduling an interview. Should you need to contact me, please feel free to do so at lmusic01@saintmarys.edu. Thank you for your consideration and I look forward to hearing from you.

Sincerely, Lauren A. Music