

Harold Donnelly  
1437 Dublin St.  
New Westminster  
V3M 2Z3  
(604) 839-2568  
harolddonnelly@gmail.com

Administrators Name  
Position  
School District  
Address  
City  
Postal Code

November 17, 2014

Dear Mr./Mrs. \_\_\_\_\_

I wish to apply for the teacher-on-call (TOC) position with the \_\_\_\_\_ School District #\_\_. I was informed of this position by my Faculty Advisor from UBC, Dr. Karen Lee. I am currently completing a B. Ed. with a focus in Secondary Music Education. In addition to music, I am comfortable teaching English, Physical Education, Mathematics and Technology in a teacher-on-call capacity. From teaching private music lessons and the community field experience practicum, I have taught elementary aged children and interested in continuing to gain experience in this area. Further, there will be a Music Education course focused on Elementary Music Education in July, 2015. This course will give me insight and strategies for teaching Elementary aged children in a musical context.

I became interested in being music educator when attending New Westminster Secondary School. The safe, creative and vibrant music program was a place I truly belonged as a student. From the guidance of the music teachers, I was given the support and encouragement to pursue my passion for music and turn it into a fulfilling career. I am excited to begin my career in music education and become an integrated member of the community and culture of the \_\_\_\_\_. My goal is to cultivate a musical environment where students feel comfortable to learn and express themselves through music.

I have attached my resume for your perusal and I am open to meet with you anytime to discuss teaching opportunities in the \_\_\_\_\_ School District. Please feel free to contact me anytime at (604) 839 – 2568 or [harolddonnelly@gmail.com](mailto:harolddonnelly@gmail.com) if you have any questions. Thank you for considering my application.

Sincerely,

Harold Donnelly  
B. Mus., B. Ed. (Aug 2015)