

# MEDIA, ART & PERFORMANCE & Other Creative Fields Entry-Level Resume & Cover Letter

Revise each letter to highlight your relevant strengths, motivation and potential contribution.

If you don't use a letterhead, write your name and address under the date.

Margins: 1" (2.54 cm) margins all around.

September 10, 20XX

Kerry Sosa  
123 Redwood Dr.  
Regina, SK S5R 4Y2

**Job Scam Protection:** Some fraudsters impersonate employers. Research employers and use discretion. To limit personal information, give a cell number, email address and/or LinkedIn invitation.

Ms. Mackenzie Morgan  
Music of the Spheres Inc.  
456 Young St.  
Regina, SK S3P 2X7

**Check Junk Mail:** Don't miss important emails.

Dear Ms. Morgan:

**Name Options:** Dear Hiring Manager,  
Selection Committee or Human Resources

**Your Voice & Motivation:** Why are you interested?  
Highlight your talents and potential contribution.

Attached is my resume in application for the position of \_\_\_\_\_, as advertised through the University of Regina Career Centre. This position is of great interest to me, as it offers opportunity to apply and continue developing my strengths and experience in \_\_\_\_\_, and contribute to \_\_\_\_\_.

Currently, I am a \_\_\_\_\_-year student in the Bachelor of Music program at the University of Regina with majors in Performance (Voice) and Music History. My education and training include courses on language diction, vocal literature and performance styles, as well as the history and business of music (e.g., grant writing, marketing). I excel in vocal performance (opera and musical theatre), and have performed lead roles in productions of \_\_\_\_\_ (Theatre Company) and \_\_\_\_\_ (Theatre Company).

Also relevant, I have held educational and administrative positions within the arts. As a Voice Teacher and Assistant \_\_\_\_\_, for example, I taught \_\_\_\_\_, directed musical theatre for children and \_\_\_\_\_. Also, as a \_\_\_\_\_ (volunteer), I collaborated on a team to \_\_\_\_\_. Through these experiences, I have acquired and demonstrated skills in vocal coaching, creative direction and arts administration, including promotions, volunteer management and \_\_\_\_\_.

Thank you for your consideration of my application. Given my related experience in the arts and commitment to \_\_\_\_\_, I look forward to meeting with you to further discuss my potential for this position. I can be reached at 306-765-4321 or kerry.sosa@email.ca.

Sincerely,

*Kerry Sosa*

Kerry Sosa

Attachment: Resume

**Get Noticed!** Use *keywords* from the posting to highlight your relevant and unique strengths, experience and accomplishments. Include some details, statistics and examples (e.g., titles of productions or exhibitions, years of experience).

Consider presenting some information using headings and bullets:

**Arts Administration**

- Developed \_\_\_\_\_
- Prepared budgets for \_\_\_\_\_
- Assisted with coordinating \_\_\_\_\_

**Equity Applicants:** Many employers are committed to developing a diverse workforce (employment equity) and seek applicants from equity groups. Research each employer before deciding whether or not to self-declare as a member of an equity group:

*Aboriginal People, Visible Minorities, People with Disabilities, Women in Non-Traditional Careers*

**Declaration Example:** "In submitting my application, I would like to self-declare as member of an equity group (note the group)."