

Edwin Masters

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Thomas E. Owens, Head Master
Jack Falcon Performing Arts High School
11055 Highway Blvd.
Sal Mira, TX 32123

Dear Mr. Owens,

Thank you so much for taking my telephone call yesterday. It was a pleasure to speak with you and learn more about the position that I saw posted at CareerMagnet.com. Over the years, as an administrator and as one of the founders of Kalamazoo Performing Arts High School, I have been actively involved with the school's fundraising efforts, such as concerts, presentations, public speaking engagements, and phone-a-thons. One of my specialties has always been the ability to articulate the need of funding for the performing arts, and investing in the future of the performing arts industry—which is our students.

Because of my experience as both an educator and administrator, I am quite comfortable engaging and interacting with people from several different socio-economic backgrounds, cultures, ages, as well as parents, students, administrators, teachers, VIP clients, and members of the general public. In addition to my teaching and administration responsibilities, I have also been actively involved in community theatre programs, and I am recognized in the local community as a performing musician and director of two community bands.

I attended Berklee College of Music with several Falcon Performing Arts School alumni. The success of these alumni in college, combined with their present career achievements, are a real testimony to the quality of education that one receives at the Falcon Performing Arts School.

It is my desire to make a significant contribution to an educational institution such as this, which places a strong emphasis on preparing its students for successful careers in the performing arts. Please review my enclosed resume for a more complete listing of my accomplishments. I will contact you this Thursday to see if we can arrange a time that we may meet for a formal interview. Thank you again for speaking with me on the telephone and for your interest and consideration of my application.

Sincerely,

Edwin Masters