Template For Opera Colorado Artist in Residence Cover Letter

[Your headshot]

[YOUR NAME (all letters capitalized, same font and size as on resume and rep list]

[Your Website Address | Your Email Address]  
[Your Phone Number]

[Name of institution]  
[Street address]  
[Phone number]  
[Email address]

Dear Opera Colorado:

[One or two sentences that explain where you are based and your educational background.]

[One paragraph that shares something unique about you. *Use this as an opportunity to give the casting directors a sense of who you are as a person. Tell us something beyond what is evident in your resume. Help us get to know you.*]

[One paragraph about why you want to work at this company in particular. *This paragraph is an opportunity to demonstrate that you have researched the company and have a good understanding of how your work will contribute to the company’s mission, programs, and/or culture. Talk a bit about what excites you about working for this specific opera company. While it is important to discuss how you see this experience supporting your goals as an artist, be sure to also articulate how you see yourself contributing to the business goals of the company.*]

[Valediction, i.e. “Sincerely”]

[Signature]

[Name typed]