



Unit VI Louisiana's Musical Landscape  
Lesson 5 Music Is Business

## Careers in Music - Letter Writing Checklist

Name \_\_\_\_\_

Date \_\_\_\_\_

1. Choose a person who works in a music career that interests you.
2. Write a letter to this person asking for more information about his or her career. It should contain all of the parts listed below. Click [here](#) to see how it should look.
3. Answer each question below, then use the answers in your letter.
4. After completing the letter, put a checkmark (✓) in the last column to show that item has been included.

Items	Parts to include in the letter.	✓
<b>Heading</b>		
What is the person's name, title, and address?		
<b>Beginning</b>		
What is the <b>purpose</b> of your request?		
What <b>action</b> do you want your reader to take?		
<b>Middle:</b> Information you want to know		
What is his/her typical workday?		
How did s/he become interested in this career?		
What special skills does someone need to have to perform this job?		
What education and training does a person need?		
What does s/he like most about the job?		
What do s/he like least about the job?		



Items	Parts to include in the letter.	✓
<b>Closing</b>		
State precisely <u>what action</u> you wish the reader to take.		
Tell <u>what date</u> it is needed.		
Thank your reader for his or her time.		
Compare your letter to the <b><u>Model Letter</u></b> < <a href="http://www.louisianavoices.org/Unit6/edu_unit6w_model_letter.html">http://www.louisianavoices.org/Unit6/edu_unit6w_model_letter.html</a> >.		
<b>Mailing the letter</b>		
Fold it to fit the envelope.		
Address an envelope to yourself for them to send you their reply.		
Put the letter and the envelope addressed to you in another envelope.		
Address the envelope and put a stamp on it.		
Mail the letter.		