

SCHOOL OF MUSIC DOSSIER ASSISTANCE PROGRAM

In an effort to help our students and graduates launch their professional careers and apply for positions (not for GA positions) in which they are interested, the School of Music Office of Admissions and Student Services now offers a Dossier Assistance Program. **The following is a guideline for students and graduates who wish to submit materials.**

Goal of School of Music Dossier Assistance Program – To provide assistance to current music majors and graduates who wish to apply for jobs in their field by mailing dossier material (vitae, cover letter, recordings, letters of recommendation, etc.) to prospective employers.

Student Responsibilities –

1. The student will provide us with an original of all material he/she would like on file to send to prospective employer(s).
Materials are to include:
 - Cover Letter (*may be mailed direct by student or included with packet sent by School of Music)
 - Curriculum Vitae
 - Letters of Recommendation (general and/or specific if applicable)
Make copies of recommendation waiver as needed to give to recommenders
 - Recording (if applicable)
 - Video Recording (if applicable)
 - Writing Sample (if applicable)
 - Transcripts (if applicable)
 - Other materials specified by application/position
2. The complete set of dossier materials must be reviewed and approved by the Director of Student Services before being sent out by office staff. The student must allow two (2) weeks prior to deadlines to allow for the possibility of revision.
3. After approval, a copy of the complete set of dossier materials is to remain in the Student Services office. Any substitutions to the originally approved set of materials must be approved by the Director of Student Services.
4. Request to send materials must be submitted on the “DOSSIER MAILING REQUEST” form, available at www.music.msu.edu/services. It is the student’s responsibility to plan ahead for deadlines.

* New Cover Letters are the responsibility of the student (a new letter for each prospective employer may be mailed separately by student before the dossier is sent or included with the packet sent by the School of Music)

Office of Student Services Responsibilities –

1. The Office of Student Services will be responsible for the photocopying and sending out of no more than 15 dossiers in a given year with a career total of 30.
2. Dossiers will be sent out no later than 3 full working days from the time of the student request. Material will only be sent 1st class mail from the department. Any other form of delivery is the student’s responsibility.