

Your Address
City, State Zip
(Phone number or email optional)

Today's Date

Ms. Sue Jones
Assistant Superintendent
Dade County Public Schools
1234 Main Road
Cleveland, OH 12345

Dear Ms. Jones:

It is with enthusiasm and interest that I am inquiring about teaching positions in your school district for Fall, 2007. I am currently a student at the College of St. Catherine, majoring in elementary education with licensure for K-6. I will graduate this May, with additional experience in coaching and a language fluency in Spanish.

Dade County Public Schools is of particular interest to me because of your implementation of innovative teaching strategies and commitment to diversity through curriculum design. As indicated in my resume, I am currently student teaching in an urban school in St. Paul, MN. In this school, I have been challenged professionally and personally in responding to the diverse needs of a third grade, multicultural classroom. One of my most satisfying accomplishments this year has been working with a team of third and fourth grade teachers to design a new social studies curriculum that integrates multicultural competencies. We have used a variety of teaching modalities to draw in students with different learning styles, and have created lessons that allow students to address issues of diversity and difference in a respectful and supportive environment.

Classroom skills and knowledge that have made me a successful student teacher this year include being highly organized, demonstrating excellent communication skills, possessing a genuine love of learning, and the ability to instill that love in my students. My academic preparation has provided me with a strong background in child development and learning styles. In addition, I have been able to develop positive rapport with parents and school resource professionals as well as with my students. My references will speak to these abilities in more detail.

If there is any additional information that would be helpful as you consider my candidacy, please let me know. I will contact you next week to see if you have any questions for me at this time. Thank you for your consideration.

Sincerely,
(sign your name here)

Type your name