

FirstName LastName
87 Washington Street
Smithfield, CA 08055
555-555-5555 (h)
123-123-1234 (c)
name@email.com

Date

Mr. John Doe
Smithfield Elementary School
Main Street
Smithfield, CA 08055

Dear Mr. Doe,

I am interested in applying for an elementary-level teaching position in your school district. As a 20XX graduate of XXX College, I have student teaching experience on the third- fourth-, and sixth-grade level, in both suburban and urban school districts. I believe my teaching experience and passion for community engagement make me an ideal candidate for a teaching position at your school.

I have experience teaching elementary-level students in a variety of settings. I am currently teaching third-grade children at an inner-city charter school.

As a former education coordinator at a local museum, I also have experience teaching fourth-grade students in a small suburban school system. Your school emphasizes its unique position as a school that caters to both inner-city and suburban students, so I think my varied experiences would make me an asset to your program.

Your school also strives to engage students in the larger community. I have lots of experience incorporating community service projects into my classrooms. For example, as a student teacher, I led a unit for third-graders on plant life, and we volunteered at a local community garden. I would love to find ways to integrate service learning into my lesson plans.

It is my goal to combine my range of experience with my ability to be a compassionate, enthusiastic, intelligent teacher who will make a positive contribution to your school district and larger community. I would welcome an interview and hope to hear from you at your earliest convenience.

Sincerely,

Signature (*hard copy letter*)

FirstName LastName

fb.me/vothanhthienvan