

[Date]

Dr. Loretta Smith
Superintendent
ABC Public Schools
55 School Lane
Sometown, OH 44101

Dear Dr. Smith:

Ever since I started teaching at the elementary school level, I have been passionate in my commitment to three things: maximizing individual student performance, inspiring students' interest in technology and instilling a sense of self-worth among all students. I have dedicated my career to each of these pursuits, as my enclosed resume will attest.

That's why I was excited to see the advertisement on Monster for an elementary teacher in your district. ABC Public Schools has earned a positive reputation for celebrating diversity, achieving academic excellence and using technology as a learning tool. It would be an honor to teach your students and serve a district that maintains high educational standards and provides students with opportunities for personal growth.

My qualifications include 12 years of elementary teaching experience, MEd and BS degrees in elementary education, and a current senior professional educator (middle childhood) license in the state of Ohio.

In my most recent position as elementary educator for DEF Public School District, I developed and taught 4th and 5th grade curricula. For more than 10 years, I provided effective classroom management, creative lesson plans, detailed student evaluations and highly praised instructional delivery. As an enthusiastic volunteer, I founded and grew the school's after-school technology club, an innovative program that covered diverse technology areas -- from Internet security best practices to PowerPoint tutorials. The program became so popular that it was the school's only after-school program that was consistently filled to capacity.

Although I enjoyed my tenure at DEF Public School District, my position was eliminated last May following a round of layoffs. I am eager to resume my teaching career and would be delighted to interview for this opportunity. Please feel free to contact me at 216-555-5555 or email winifred@somedomain.com to set up a meeting.

Thank you for your interest and consideration. I look forward to hearing from you soon.

Sincerely,

Winifred Thompson

[Date]

[Address]

Dear Principal Rodriguez,

As a secondary math teacher for more than 10 years, I've found that my passion for (and commitment to teaching) have only grown with every year. Even with the complexities of the current educational landscape, the feeling of getting through to that student who just wasn't "getting the hang of it," or helping advanced students achieve their goals, never gets old. I have dedicated my career to helping students of all levels master the math skills and concepts they need to go on to college and everyday life beyond high school, and would love to continue that path with Mudville High School.

In my current position, I teach algebra, pre-calculus, and calculus to students in grades 9 through 12. Over my ten years of teaching, I've made it a point to stay up to date on the most current pedagogy and teaching methods, and use custom lesson planning to develop relevant curricula for students in order to maximize their engagement on complex concepts. I've also presented on curriculum planning at the National Federation of Teachers conference, and would bring that enthusiasm and expertise to your school.

I would love continue my career as an educator with Mudville Public Schools, with its strong reputation for putting students first. If you have any additional questions or if there's any additional information I can provide, please don't hesitate to let me know. Thanks for your consideration, and I look forward to hearing more about this teaching opportunity.

Sincerely,

Rosemarie Jones

[Address]