

Your Address
City, State Zip
Phone #
Email address

Dr. Sue Jones
Assistant Superintendent
White Bear Public School District
1234 Main Road
White Bear, MN 12345

Date

Dear Dr. Jones:

This letter of application is in regard to the Elementary Education position K-3 with White Bear Elementary School. I graduated in May, 2009 from the College of St. Catherine, majoring in elementary education with licensure for K-6, with additional experience in coaching and a language fluency in Spanish.

White Bear School District is of particular interest to me because of the implementation of innovative teaching strategies and commitment to diversity throughout the curriculum design. As indicated in my resume, I completed my student teaching in an urban school in St. Paul, MN. In this school, I was 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 communications skills, possessing a genuine love of learning, and the ability to instill that love in 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 research 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 contact me. Thank you for your consideration.

Sincerely,
(sign your name here)