

Your Address
City, State Zip
Phone #
Email address

Mr./Ms./Dr. Matthew Black, Principal
Leafy Branch Elementary School
6798 Elm Street
Stillwater, MN 14329

March 14, 2012

Dear Mr./Ms./Dr. Black,

This letter of application is in regard to the 3rd grade elementary teaching position with the Leafy Branch Elementary School in the Stillwater School District.

My enclosed resume indicates my extensive experience working with children in a variety of settings. As a result of diverse teaching assignments, I have had the opportunity to teach

This exposure to different teaching methods has broadened my perspective of creating effective lesson plans. Through my student teaching, I have developed lesson plans and activities to promote growth and learning, and are creative and flexible in meeting student needs both in a group and individually. In addition, I have worked with children from a wide age range (ages 3-18) and with differing abilities. My work experience has given me opportunities to work with families from diverse backgrounds including low socioeconomic status, homelessness, developmental challenges, single parents, and various cultural groups. As a Behavior Analyst, I worked with children with disabilities and developed plans to assist them with mastering behaviors to be successful in the home, the school, and the community. This experience has provided me with skills to be successful in classroom management and adept at successful interventions to help children adjust to more positive behaviors. I have developed effective and efficient skills for working with children including consistency, patience, caring, understanding, determination, and persistence.

I would greatly appreciate and opportunity to interview with _____school district. Thank you for your consideration.

Sincerely,

(sign your name here)