

Education Cover Letter #1 - Experienced Teacher

101 Sunny Boulevard
Simple, Nebraska xxxxx
March 2, 20xx

Ms. Darla Brown, Principal
Little Kid Elementary School
34 North First Street
Closeby, Nebraska xxxxx

Dear Ms. Brown:

I wish to apply for the position of Fifth Grade Teacher in your school as listed in the January 26, 20xx edition of the Lincoln *Journal Star*. I hold a Bachelor of Science degree in Elementary Education with a concentration in Language Arts from the University of Nebraska-Lincoln.

I am currently teaching at Pit Bull Elementary School where the assignment involves team-teaching Language Arts to fifth and sixth-graders. This assignment requires that I teach reading, writing, spelling, and basic journalism skills. The journalism aspect focuses on the development of a newsletter composed on computer in our classroom and circulated to students' families. As my resume notes, I volunteer regularly at the Center for the Elderly when I help to coordinate their weekly newsletter. I also regularly volunteer with the school's Read-A-While after school program. My dedication to students and to learning extends beyond the regular classroom situation.

I believe that my energy, education, and experience combine to make me a viable candidate for your position. Please contact me if you wish to receive my credentials; I would be glad to provide a set to you. I look forward to completing any further application materials that your school may require as well as the opportunity to meet with you for a personal interview at your convenience. My phone number and e-mail address are listed on the enclosed resume.

Yours truly,

James N. James

Enclosure