

926 West Berry Street
Fort Wayne, IN 46802
July 13, 2004

Sample Teacher Cover Letter

Dr. Gail Smith
Director of Human Resources
Fort Wayne Community Schools
123 Clinton Street
Fort Wayne, IN 46802

Dear Dr. Smith:

I am writing to express my interest in the fourth grade instructional position that is currently available in the Fort Wayne Community School System. I learned of the opening through a notice posted on JobZone, IPFW's job database. I am confident that my academic background and curriculum development skills would be successfully utilized in this teaching position.

I have just completed my Bachelor of Science degree in Elementary Education and have successfully completed Praxis I and Praxis II. During my student teaching experience, I developed and initiated a three-week curriculum sequence on animal species and earth resources. This collaborative unit involved working with three other third grade teachers within my team, and culminated in a field trip to the Indianapolis Zoo Animal Research Unit.

In my work with the third grade classes, I stressed critical thinking and the incorporation of mathematical and science units into the course. The student response was very encouraging, as we had a 100% passing rate for this section. In addition, our team met state curricula guidelines and received numerous positive comments from students' families regarding the class material. Both my cooperating teacher and my supervisor from the teacher preparation program complimented me on my enthusiastic classroom presentations.

Please consider this résumé and the completed application form as an expression of my sincere interest in pursuing any fourth grade vacancies that may arise in your district.

I am confident that as a teacher in your school system, I can create a productive learning environment that is student-centered. I welcome the opportunity to discuss with you in person my ideas and qualifications. If you have any questions or would like to arrange an interview with me, I may be reached at (260) 403-1499 or smith@ipfw.edu. Thank you for your consideration.

Sincerely,

Susan Smith

Enclosure