

## Sample Cover Letter #2

May 1, 2008

Dr. Michael Rhodes  
Principal, Metz Elementary School  
123 Main Street  
Austin, TX 78701

Dear Dr. Rhodes:

I enjoyed our conversation on April 28<sup>th</sup> at the Family and Child Development seminar on teaching young children and appreciated your personal input about helping children attend school for the first time. This letter is to follow-up about the Fourth Grade Teacher position as discussed at the seminar. I will be completing my Bachelor of Science Degree in Applied Learning and Development at the University of Texas at Dallas in June 2008 and will be available for employment at that time.

The teacher preparation program at UT Dallas includes a full academic year of student teaching. Last semester I taught second grade and this semester, fourth grade. These valuable experiences have afforded me the opportunity to:

- develop lesson plans on a wide range of topics and varying levels of academic ability,
- work with emotionally and physically challenged students in a total inclusion program,
- observe and participate in effective classroom management approaches,
- assist with parent-teacher conferences, and
- complete seminars on diversity, math and reading skills, and community relations.

Through my early childhood education courses I have had the opportunity to work in a private day care facility, Stepping Stone Childcare Center, and in the UT Child Development Center. Both these facilities are NAEYC accredited and adhere to the highest standards. At both locations, my responsibilities included leading small and large group activities, helping with lunches and snacks, and implementing appropriate activities. Both experiences also provided me with extensive exposure to the implementation of developmentally appropriate activities and materials.

I look forward to putting my knowledge and experience into practice in the public school system. Next week I will be in Austin and I plan to call you then to answer any questions that you may have. I can be reached before then at (214) 555-7670. Thank you for your consideration.

Sincerely,

*Donna Harrington*

Donna Harrington

Enclosure: Résumé