Brenda Applicant

123 Main Street, Anytown, CA 12345

August 14, 2020

Rachel Lee  
Principal  
Acme Elementary  
123 Business Rd.   
Business City, NY 54321

Dear Ms. Lee,

As a graduating honors education major at ABC College, I have a very strong interest in pursuing a teaching career. With experience working at both the elementary and high school levels, as well as in activities outside of the traditional classroom, I have a diverse background with much to offer.

My first classroom teaching experience was during high school when I served as a volunteer elementary school religion teacher at a local church for three years. In addition, I worked for several summers at Sunny Beaches Arts Camp teaching theater, coordinating and staging a play each season.

I have student teaching experience at the first- and fourth-grade levels in both suburban and urban school districts. During these in-service experiences, I particularly enjoyed working with at-risk children. My careful preparation of lessons allowed me to break down complicated concepts to simple examples that my young students could grasp, which was rewarding for both my students and for me.

Last year, while studying in Madrid, I taught English to high school students. Managing the difference of abilities among my students proved difficult, but gratifying, challenge. I tailored activities to maintain the interest of high-level students without intimidating less-skilled English speakers.

My resume is enclosed; I am forwarding an official copy of my transcript along with references under separate cover. I will reach out to you next week to discuss employment opportunities; in the meantime, please feel free to contact me at [insert telephone number] or [insert your email address.]. I look forward to speaking with you.

Thank you for your consideration.

Respectfully yours,

*Brenda Applicant* (signature hard copy letter)

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