



SALLY TEACHER

111 Firelight Road • Sometown, CO 77777
Phone: 555-999-3322 • Email: Sally.Teacher@someinternetmail.com



<Date>

Dr. Tim Jones, Superintendent
Sometown School District #1
727 Mount Burke Road
Sometown, CO 7777

Dear Dr. Jones:

It is with considerable interest that I enclose my resume for the **Preschool Teaching** position available with the Sometown School District #1. I am confident you will find that my unwavering commitment to education, excellent organizational and interpersonal skills, solid instructional methods, and hands-on experience will be a positive asset to your school district.

As a well-rounded educator, I have had the chance to teach a diverse group of students including those challenged by autism, learning disabilities, noncompliant behavior, and speech impairments, as well as children who functioned on- and above grade level. Consequently, I have gained in-depth knowledge of accommodating different styles of learners and incorporating effective methods to meet students' unique needs.

I encourage student learning by incorporating creative learning centers, various forms of technology, hands-on activities, and fun manipulatives. These methods prove to stimulate students' social, emotional, physical, and academic growth. In addition, I utilize these strategies to introduce new concepts, establish a connection between the classroom and everyday life, foster an exciting and engaging atmosphere, and teach fundamental skills.

My greatest capability is cultivating and sustaining strong working relationships with all members of the school community. I create and send out monthly newsletters to keep parents up-to-date on school events, and hold regular parent-teacher conferences. I also collaborate with fellow teachers to develop new activities, implement beneficial resources, and refine teaching techniques. Furthermore, I establish a good rapport with all students and make certain that they receive sufficient praise and positive reinforcement.

I would enjoy the opportunity to meet with you personally to discuss my qualifications and credentials in further detail, as I am confident, I would be a valuable addition to your academic team. Please contact me at your earliest convenience.

Sincerely,

Sally Teacher

Enclosure