

Name Name

Phone: +XXXXXXXXXXXX | Email: XXXXXXXX | Location: XXXXXXXX

[Date]

Re: (POSITION TITLE) position

Dear Mr. /Ms. /Dr. (Recipient's name),

OR if you don't know their name:

To whom it may concern,

I am interested in applying for a **(state the level of teaching, an example is elementary)** teaching position in your school district. As an enthusiastic and dedicated new educator with hands-on student teaching experience, I would love to be a member of your academic team. I believe that my instructional abilities, combined with my strong interpersonal skills and work ethic can greatly benefit your educational program.

Through my education in **(name of the field)** and **(no of years)** of experience in teaching, I have developed unique teaching abilities. My specialization includes understanding each student, their learning capabilities, their style of understanding, and how best to increase their love of the **(name of the subject)**. I have student teaching experience at the **(state the grade level positions/numbers)** grade levels in both suburban and urban school districts. During these in-service experiences, I realized how vital education is in preparing young people to succeed in all endeavors set before them. I am committed to doing anything needed to help my students learn and achieve their goals. My careful preparation of lessons allowed me to break down complicated concepts into simple examples that my young students could grasp, which was rewarding for both my students and myself.

Given the opportunity, I will instill a love of learning and a desire for constant knowledge within each student. I will incorporate participatory activities, technology, guided practice, problem-based learning, and real-world applications to help students progress and build on their skills.

Sincerely,

Name Name.