

Aug. 12, 20XX

Harold Burns, Principal  
Home Town Elementary School  
123 Maple Street  
Home Town, AZ 85060

Dear Dr. Burns:

I am applying for the 4<sup>th</sup>- 5<sup>th</sup> grade teacher position at Home Town Elementary School. I heard about it at the Education Career Fair. I believe my commitment to education and my experience in the classroom make me a qualified candidate.

I strive to create learning environments which motivate and inspire students, while providing them with the disciplined educational approach needed to establish a firm foundation for lifelong learning. I use frequent and varied assessment practices to ascertain each student's level of development and monitor progress towards appropriate goals. Through weekly communication with families, I strengthen and increase parental involvement with their children's education.

As a 5th grade student teacher at Harrison Elementary School in Phoenix, I successfully developed and implemented a new math education program integrating multimedia support and self-paced learning modules. This program, which went on to receive statewide commendation from the Arizona Department of Education, could be a good match with your school's educational goals. I also received training on Arizona's Common Core standards and will bring this knowledge to your school.

I would like to schedule an appointment with you to learn more about your vision for Home Town Elementary School and to tell you a bit more about my background. I may be reached at 615.432.1234 or hfull@gmail.com.

Thank you for your consideration. I look forward to hearing from you.

Sincerely,

Hope Full

