

COVER LETTER SAMPLE-TEACHER

400 North Main
Baton Rouge, LA 70821
June 15, 20-

Mr. George W. Michaels
Personnel Director
Pershing School District 10
P. O. Box 100
Pershing, MA 02720

Dear Mr. Michaels:

The Elementary Teacher position described in the June 8, 20- edition of the *Times* appears to provide the type of challenging instructional role I am seeking. I was especially intrigued by the statement "...must possess unique combination of demonstrated capability in gifted math instruction along with interest in the development of innovative curriculum materials..." My thorough examination of your job advertisement convinced me to write and apply for the position.

In addition to completing courses in educating the gifted child, I organized and conducted an accelerated math workshop during my student teaching experience. I hold a deep interest in improving the quality of curriculum materials relative to programs for gifted students. I have long-term goals of pursuing a graduate degree with a focus on the gifted/talented child.

The enclosed resume further details my academic training, work experience, and educational achievement. It reflects concern, dedication, and enthusiasm for our profession. It is a record, I believe, that illustrates the qualities you are searching for in an elementary teacher.

I will call you the week of June 28 to determine if my qualifications are consistent with the requirements you are seeking for this position. If so, perhaps we could set a time for an interview. In the meantime, please contact me at my home number, (504) 333-0010, if you desire additional information.

Sincerely,

(Signature)

Jane A. Smith

Enclosure