**Sample Cover Letter – www.thebalancecareers.com**

**Tracy Q. Graduate**

456 College Hall, Angola, IN 67890 | 260-555-1212 | tqgraduate@gmail.com

June 16, 20XX

Mr./Ms./Dr. Firstname Lastname

School Name

Address Line 1

Address Line 2

Dear Mr./Ms./Dr. Lastname:

This letter is in response to the posting for the full time elementary teacher at Ryan Park Elementary School as listed on the Metropolitan School District of Steuben County’s website. My former classmate, Ms. Jan Smith, a second grade teacher at Ryan Park Elementary School, encouraged me to apply. I am impressed with student performance statistics available and faculty tenure, and share the school’s core value that all students can learn and that each one learns differently. My experience working at both the elementary and high school levels, as well as in activities outside of the traditional classroom, have prepared me for a successful teaching career.

I have had clinical experiences in elementary school classrooms since my freshman year. As a student teacher, I created lessons that engaged all learners by applying a variety of teaching methods, while utilizing assisted learning applications with SMARTboard and iPad technology. I formed cooperative learning groups, organized individualized projects, created learning centers and implemented learning style research in every lesson. Alternative assessment methods, such as portfolios, rubrics and performance assessments, in combination with traditional tests, enabled me to evaluate the students individually and comprehensively.

In addition to my clinical teaching experiences, I served as a tutor in an after-school program at a local homeless shelter, where I helped students complete homework assignments and broaden their understanding by connecting to the world outside their community. In both my student teaching and tutoring experiences, I met with parents to keep them apprised of their child’s accomplishments and areas needing extra attention.

In closing, I would be very interested in an interview for the position. I have included my resume and have completed an official application with the district’s online system. Thank you very much for your consideration. I look forward to the possibility that I might be part of a team that helps stimulate the continuous growth and achievement of Ryan Park Elementary students.

Sincerely,

Tracy Q. Graduate

Enclosures: List items included with application