

Teacher Cover Letter Example 2

Sally Student
P.O. Box 987
Chickasha, OK 73018

April 16, 2006

Mr. John Smith, Principal
Norman Public Schools
Norman, OK 73069

Dear Mr. Smith:

Please consider me as an applicant for the tenth grade history position that will be available this coming fall. I learned of this vacancy from my cooperating teacher, Mrs. Jones, at Chickasha High School. I will receive my bachelor's degree on April 21 with a major in history and a minor in liberal arts.

I noticed that your job announcement includes duties as girls' assistant basketball coach. This is of great interest to me, not only because of my past experience playing basketball, but also because it would give me one more opportunity to fulfill my passion to make a difference in students' lives by showing them respect and building their self-esteem. When my students are my age, I want to be the one who stands out in their memories because I really cared.

Although I have visited Norman several times, I never knew until recently of your high school's fine academic reputation. I noticed that 89 percent of your graduates go on to college. The community must be very proud of its high school.

I have arranged for a copy of my placement file to be forwarded to you. I look forward to hearing from you soon and meeting with you personally at your convenience. I can be reached at (405) 555-1234.

Sincerely,

Signature

Sally Student