

New Graduate Letter

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Mr. John Doe
Assistant Superintendent
ABC Elementary School
123 Schoolhouse Road
Chicago, IL 60602

Dear Mr. Doe:

I am a certified elementary teacher and coach who would like to explore teaching opportunities within your school district. In the 2007 fall term, I served as a substitute teacher and in the spring term, I replaced the third grade teacher who was on sick leave at ABC elementary school. I always remained focused on my educational goals and successfully managed all the responsibilities that I willingly accepted. It is this same sense of commitment and high level of participation that I would bring to your school district.

As you will see in my enclosed resume, throughout my college career I handled many responsibilities. In addition to my academics, I was very involved with counseling youth soccer, tutoring fellow students, and volunteering much of my time to improve campus life. Through my student teaching experience, I have developed a strong commitment to solid pedagogy. I would bring with me to your school district a strong background in developmental theories and commitment to multicultural issues.

I am eager to grow in my profession and would appreciate the opportunity of discussing my qualifications in greater detail. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Joseph Robinson