

[Elementary Ed- Extensive Experience]

Jane Doe
1234 State Street
Chicago, IL 60606
(555) 123-4567
doe@email.com

November 3, 2011

Dr. John Smith, Principal
ABC Elementary School
1111 School Lane Road
Chicago, IL 60620

Dear Dr. Smith,

I am interested in applying for the Elementary teaching position (#21148) as posted on the www.cps-humanresources.org web site. I believe that my passion and experience in elementary education would make me an ideal candidate for this position.

As my resume will demonstrate, my teaching career has been geared toward the empowerment of elementary school children. I have a strong passion to educate young minds and help them blossom into well-rounded, responsible, and successful individuals. Throughout the course of my career, I have had wonderful opportunities to teach diverse groups of students, including those with learning disabilities, those who performed at grade level, and those who were gifted/exceptional. As a result I have become proficient in designing creative and stimulating lesson plans, which accommodate multiple intelligences, bring a hands-on approach to learning and keep students interested and focused.

My greatest strengths include inspiring and motivating students. I actively engage their eager minds by incorporating a variety of manipulatives, enjoyable activities, and cooperative learning projects. In addition, I tailor lesson plans to meet their diverse interests, as well as demonstrate direct connections between the classroom and everyday life.

I would appreciate the opportunity to further discuss my qualifications and how I can make a significant contribution to the Chicago Public School system. I may be reached via e-mail or cell phone at your earliest convenience. Thank you for reviewing this letter and considering my application. I look forward to hearing from you.

Sincerely,

Jane Doe