

[Elementary Ed- New Graduate]

**Joseph Smith**  
1234 Lake Road  
Chicago, IL 60602  
(555) 123-4567  
jsmith@yahoo.com

October 10, 2011

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. Over the last year I have served as a short-term and long-term substitute teacher at ABC elementary school and have appreciated the goals and mission of the school district. I have 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 Smith