

SAMPLE COVER LETTER

YOUR NAME

YOUR ADDRESS

YOUR CITY, STATE, ZIP CODE

DATE

NOTHERN LEHIGH HIGH SCHOOL

MRS. AILEEN YADUSH

1 BULLDOG LANE

SLATINGTON, PA 18080

DEAR MRS. YADUSH:

I am writing to express my interest in the teaching position offered within Northern Lehigh High School. Enclosed, please find my resume (and other materials requested) for your review.

As you will see by my resume, I possess experience working with students. I am familiar with various teaching techniques and learning styles, as well as standards and laws pertaining to special education students. In addition, I am dedicated to working for the best interests of students, their families, and school district personnel. Because of my knowledge and experiences, I feel I am a worthy candidate for the position of a teacher for the Northern Lehigh High School.

I look forward to meeting with you to discuss how my experiences could meet the needs of your building. Thank you for your consideration for this position.

Respectfully,

Your Name