Sample Cover Letter – Education

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March 31, 20XX

Ms. Ruth Frazier
Green Valley Elementary School
400 Jericho Street
Denver, CO 80249

Dear Ms. Frazier:

I am an elementary school teacher with five years of experience and a strong desire to grow as a professional educator. After earning my bachelor's degree from Flagler College in Florida, I moved to Colorado so that I could be a part of the International Baccalaureate-Primary Years Program at Liberty Magnet Elementary School. My experience at Liberty has been tremendously rewarding, but I now am ready and eager to consider opportunities at innovative schools in the Denver area.

My teaching methodologies focus on hands-on, investigative, and collaborative activities. These strategies engage my students, encouraging them to learn and apply key concepts. I also have found that lessons with these components allow me to provide differentiated instruction. In addition to applying my current knowledge to the classroom, I am continually expanding my teaching strategies and currently earning a Master of Arts in Curriculum and Instruction at the University of Denver.

I have heard great things about Green Valley Elementary School including its excellence in student performance, teacher collaboration, and parental involvement. My teaching approach and credentials should make me a great match for your school. I would like to speak with you about openings for the 20XX/20XX school year. If you have questions, please e-mail me at jefranconia@yahoo.com or call 555-935-8672. I will contact you soon to arrange a meeting and look forward to speaking with you.

Sincerely,

Jana Elyse Franconia

Enclosure