

Sample Cover Letter

December 1, 200

Dr. Erron Kinney  
Assistant Superintendent for Human Resources  
Hampton School District  
1245 Mapleshade Drive  
Salem, NJ 26073

Dear Dr. Kinney:

It is with great interest that I am exploring teaching opportunities as an elementary educator within the Hampton School District. My aunt (Beth Smith), a successful teacher in the district, has encouraged me to make application for the 200\_-200\_ academic year.

After reviewing the information about the district on your website and discussing the same with Beth, I am confident that my education and skill sets will be an asset to the learning and development of your students. My classroom methodologies blended with a child centered focus will provide the foundation to enable me to guide students toward the expected performance levels. My tutoring experience helped me to understand human behavior and incorporate diverse motivational activities and materials that encourage students to become enthusiastic and engaged participants in the learning process. My philosophy also involves holding students to high expectations and it is my intention to instill a love of learning within each student through an evident enthusiasm for teaching children along with the use of effective teaching methodologies. I have enhanced my interpersonal, organization and leadership skills through my experiences in coaching and my work with the university orientation program.

I am eager to grow in my profession and would welcome the opportunity to discuss how my background would contribute to the needs of your educational program. My resume is enclosed for your review. My plan is to contact you during the semester break in March to further discuss possible opportunities within the Hampton district. Thank you for your time and consideration.

Sincerely,

Mary Q. Student

Enclosure