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Xxxn, MD 20000
410-000-0000

March 7, 20XX

Mr. Rxxxx L. Dxxxxx
Executive Director for Human Resources
Cecil County Public Schools
201 Booth Street
Elkton, MD 21921

Dear Mr.Dxxxxx:

As graduation in May rapidly approaches, I am seeking a job as an Elementary Educator and am excited about the possibility of working for your school district. I was excited to hear about the many openings in your county. My interest is in a full time position as a teacher in grades first through eight. I was immediately attracted to Cecil County Public Schools because of my own experiences as a student growing up in Cecil County. Furthermore, I would consider it to be an honor and privilege to contribute to your county as a member of your public school staff.

In May 20XX, I will be receiving my Bachelor of Science degree from Salisbury University in Elementary Education with a minor in history. While attending Salisbury University, I maintained a 4.0/4.0 GPA in my major and a 3.8/4.0 overall. In addition, I have been a member and secretary of Kappa Delta Pi, an honorary education society. I also have volunteered at the local library in story time and I was an assistant girl's basketball coach at the YMCA. My ability to manage many different tasks at the same time and organize them in an efficient manner is demonstrated by these challenging activities and accomplishments.

Teaching is a passion for me. I truly enjoy going to school everyday and being able to impact a child's life in a positive way. The best aspect of teaching is developing strong relationships with each student. By developing these strong relationships, I am able to learn each student's interest. By incorporating their interests into a lesson, they are immediately engaged in the lesson and on-task. As an educator, I strongly believe that I need to keep improving my skills and reflecting on each lesson that I teach. I feel so strongly about learning and I hope to instill this passion in my students.

I would like to thank you for taking the time to review my resume, application and to consider me as a candidate for hire. I am open to and welcome any further questions you may have. Feel free to contact me at (410) 000-0000 or through email at xx00003@salisbury.edu. I look forward to hearing from you to further discuss my skills and abilities. Thank you again for your time and consideration.

Sincerely,

Xxx Xxxxxx

Enclosure