

Rebecca Mxxxxx
000 Naples Street
Salisbury, MD 00000

September 19, 20XX

Mr. Edson Wxxxx
Personnel Manager
Preston Night School
452 Austin Blvd.
Landsville, USA 99999

Dear Mr. Wxxxx:

I was researching various topics on the web this past week and found your need for an experienced geography teacher on JobBankUSA.com. I feel well suited to this position, as I have taught geography for six years in the Wicomico County School District, Salisbury, MD. Each year of my teaching experience is new and exciting and I would like to bring my enthusiasm and excitement to your school district.

With this cover letter I am applying for the opening you wish to fill. I graduated from Salisbury University, Salisbury MD with a secondary geography degree and have my masters in geography and the geosciences. From this education I am knowledgeable about all the new technological advances in the field and will use these in all of my classes. Furthermore, I am especially able to work with physically challenged students who need assistance in various ways. I also taught adaptive physical education for one class at my current placement.

In addition to my experience and educational background, I do have an interest in geosciences research as well. I am currently collaborating with a past professor of mine at Salisbury University to do research on the capability of geosciences to assist people with disabilities. An example would be the using geosciences technology in aiding a person with disabilities in driving his/her car. I would also have my students conduct research in the geosciences field as well.

May I come to your office one day next week to talk over your vision for the geography teachers you work with? I'm free to meet any morning before 11:00. Please call me at 000-000-0000 to set up an appointment. Thanks so much for this opportunity and for considering my application to your school district.

Sincerely,

Rebecca Xxxxxxxx

Enc: resume and cover letter