

303 Pillsbury Drive
Any Place, USA 33333

January 21, 20XX

Mr. Skip Xxxxxxx
Hiring Manager
Bradley School District
423 Bradley Avenue
Any Town, USA 99999

Dear Mr. Xxxxxxx:

I am applying for the position of Physical Education Instructor, which you posted on JobBankUSA.com. I know your school district has an excellent reputation and I would be pleased to be hired as one of your professional employees. As I scanned the advertisement, I firmly believe I can be an asset to your organization.

I have five years of experience working with other physical education instructors and students in the Newton School District on the East Coast. While serving in this capacity, I managed to form a physically challenged club which started out with two members and now has 28. We reach out to all physically challenged students grades seven through twelve to join. We provide a variety of activities like going to pro football games, Disneyworld, white water rapids etc. In addition to this activity, I also chaired the Alumni Association's efforts to build a new gym for the local high school. Currently we have accumulated over \$800,000.00 and construction will begin this summer. In addition to my teaching efforts I am the men's head football coach and have served in this role for the past four years. Last year we were the DE Division III State Champions. This was the school's first state football championship.

I also have a Bachelor of Arts Degree in Physical Education from Salisbury University, Salisbury, MD. More details are included in my attached resume but I would like to highlight the fact that I was a scholar athlete and did carry a 3.5 overall GPA while playing two sports. We did win the conference football championship for three seasons in football while I played and I was recognized as Conference Player of the Year. I know you are looking for a football coach as well as a PE teacher and I feel that these experiences make me an excellent candidate for your position opening.

May I drop by your office to talk over this position and how I can fill it? I would very much like to meet you. In fact, that is one reason for writing this cover letter. Please call me on my cell phone: 888-888-8888 and let me know a date and time that suits you if you are available to meet. Thank you for your time and attention.

Sincerely,

Xxxxx Xxxxx