September 1, 2019

Rachel Lee  
Principal  
Acme Elementary  
123 Business Rd.   
Business City, NY 54321

**Dear Ms. Lee,**

As a graduating honors education major at ABC College, I have a very strong interest in pursuing a teaching career. With experience working at both the elementary and high school levels, as well as in activities outside of the traditional classroom, I have a diverse background with much to offer.

My first classroom teaching experience was during high school when I served as a volunteer elementary school religion teacher at a local church for three years. In addition, I worked for several summers at Sunny Beaches Arts Camp teaching theater, coordinating and staging a play each season.

I have student teaching experience at the first- and fourth-grade levels in both suburban and urban school districts. During these in-service experiences, I particularly enjoyed working with at-risk children. My careful preparation of lessons allowed me to break down complicated concepts to simple examples that my young students could grasp, which was rewarding for both my students and for me.

Last year, while studying in Madrid, I taught English to high school students. Managing the difference of abilities among my students proved difficult, but gratifying, challenge. I tailored activities to maintain the interest of high-level students without intimidating less-skilled English speakers.

My resume is enclosed; I am forwarding an official copy of my transcript along with references under separate cover. I will reach out to you next week to discuss employment opportunities; in the meantime, please feel free to contact me at [insert telephone number] or [insert your email address.]. I look forward to speaking with you.

**Thank you for your consideration.**

Respectfully yours,

Brenda Applicant (signature hard copy letter)

Brenda Applicant

ELEMENTARY SCHOOL TEACHER

Committed to championing quality education for K-6 students

Leverage training experience in classroom management, lesson planning, parent communications, and event coordination to create positive and supportive learning environments for at-risk students. Fluent in English, Latin, and conversational Spanish.

PROFESSIONAL EXPERIENCE

**TEACH FOR AMERICA,** Chicago, Ill.

**INSTRUCTOR** (August 2018—Present)

Taught fourth-grade English students at P.S. 123. Developed lesson plans, reviewed and graded in-class and homework assignments.

Notable accomplishment:

* Coordinated monthly “Family Fun Night” to build community and raise funds for classroom supplies.

**STANISLAUS COLLEGE EARLY CHILDHOOD CENTER,** Saratoga Springs, NY

**STUDENT TEACHER** (January 2018—April 2018)

Responsible for leading educational activities for day care-aged children, including building skills in interactive software and basic reading and writing. Assisted with classroom and administrative duties.

CAMP RAMAPO FOR CHILDREN, Rhinebeck, NY

**COUNSELOR** (May 2018—July 2018)

Counseled, supervised, and chaperoned special-needs teens throughout daily activities.

EDUCATION & CREDENTIALS

**STANISLAUS COLLEGE**, Saratoga Springs, NY

Bachelor of Science in Education Studies, 2018

Bachelor of Arts in Classic Literature, 2016

**UNIVERSIDAD AUTONOMA de MADRID**, Madrid, Spain

Advanced studies abroad in education, 2017

**Certifications**

Provisional certification in elementary education

Liberal Arts and Sciences Test (LAST) and Content Specialty Test (CST)

Teach for America training and certification