Dear Ms. Kathy Reynolds,

I am writing to express my interest in the position of High School English Teacher at San Juan Choices Charter School.

I have a bachelor’s degree in English with additional courses that focused on preparation and classroom management. I have a current state license and I have completed a supervised teaching program to gain experience in the classroom.

I have the training and knowledge to create lesson plans that teaches students the proper use of the English language, American literature, grammar, spelling and writing techniques. I am very creative and I have the ability to create lessons that are interesting enough to capture the attention of the students and to keep them interested in learning more.

I have the knowledge to design tests and exams that will help to evaluate how well the students are learning and to make sure they fully understand the lessons before moving on. I am also qualified to put together and supervise a drama club or a speech and debate team.

I have excellent communication skills with the ability to convey information to students, parents and school officials in a clear and easy to understand fashion verbally and in writing. I have the patience and dedication needed to work with teenagers and to maintain an orderly and safe learning environment. The enclosed resume contains a comprehensive look at my educational background and skills relevant to this position and I am confident I am the best person for this job.

My contact number is (555)-555-5555 and I am looking forward to meeting with you soon.

Respectfully,

Signature

Marie Mundy