

## SAMPLE COVER LETTER #1 FOR A TEACHING JOB

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*This letter describes one significant project or assignment at greater length than a resume will allow.*

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April 15, 2012  
9768 American Street  
Chicago, IL 60600

Ms. Halle Berry, Principal  
Robert Dunbar Middle School  
3400 Hill Top Drive  
Chicago, IL. 60677

Dear Ms. Berry:

I learned of the open position teaching 8<sup>th</sup> Grade Science / Math at Dunbar Middle School through Northeastern Illinois University, from which I will graduate this May.

Last fall I completed my student teaching assignment at the Emeril Lagasse Middle School in Skokie, Illinois. One of my major contributions as a student teacher was to design, develop and teach a major unit concerning the solar system. I coordinated students as they made plastic models of all of the planets and their moons. We also examined the chemical and atmospheric elements that are known to exist on each planet. We used the gymnasium to set up a scale model of the solar system for a two day display for the entire school. The district superintendent heard about our display and visited the school to see it. The culmination of this effort was a field trip to the Museum of Science and Industry in Chicago. Due to my skills in organizing and planning events, I was the primary staff member in charge of the field trip. It was truly exciting to see the students become motivated to learn about science.

According to statistics that I reviewed at the State of Illinois Department of Education website, the science test scores in your school have improved steadily over the last five years. I am especially interested in motivating teens to pursue science and math at higher levels, and am enthused about contributing to the climate of student success that Dunbar has fostered.

The attached resume contains more information regarding my credentials. I look forward to hearing about the next steps in the hiring process.

Sincerely,

*Stephanie Perez*

Stephanie Perez  
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