

## SAMPLE COVER LETTER #3 FOR A TEACHING JOB

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*In this letter the applicant demonstrates her research about the school which allows her to make a strong connection with her own experiences. She also uses the language of teaching.*

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Shakira B. Johnson

607 Spinnaker Lane • Palatine, IL 60959 • 312-555-6754 • sbjohnson@neiu.edu

November 8, 2012

Ms. Marjorie C. Hawkins

Principal

Sunny Days Elementary School

4244 Radio Park Drive

Palatine, IL 60932

Dear Ms. Hawkins:

I chose to become an art teacher because I believe that art is a powerful tool that humans can use to express themselves, and I am eager to share this medium of expression with students. I am particularly interested in the available position in your elementary school for an art teacher, which I learned of from the Palatine School District website.

I will graduate from Northeastern Illinois University in December and will have an Illinois Type 10 certification in Art. I saw the article and pictures on your school's website from the recent sidewalk chalk event that was held in your community, and I would love to help expand that event in the future. My college courses have enabled me to develop my skills in using many different types of media, and I have thoroughly enjoyed putting those skills to good use during my time as a student teacher at Roosevelt Elementary School in Skokie, Illinois, where I focused on differentiated instruction to include all students in the creative process. I also volunteered as an organizer of arts and crafts projects at a local daycare that involved the children and also many local individuals and businesses, so I am prepared to help to further develop positive relationships within both the classroom and the surrounding community.

I look forward to the opportunity to discuss my qualifications with you in person. Please contact me at 312-555-6754 or sbjohnson@neiu.edu to discuss the next steps in the hiring process.

Sincerely,

*Shakira B. Johnson*

Shakira B. Johnson

Enclosures: Résumé, application