

Sample Cover Letter (education)

February 23, 2000

Dr. Yoo R. Boss
Principal
Beautiful View School
123 Sesame Street
Beautiful View, IL 60000

Dear Dr. Boss:

Thank you for the opportunity to interview for the Middle School Social Studies position. I enjoyed meeting with you and the selection committee and discussing the opportunity within your school.

I am very excited by the possibilities presented by this teaching position. As we discussed, I work very well with a team and I believe that this position, with the integrated Language Arts/Social Studies team-teaching approach, can further your school goals of providing a holistic learning environment for your students. Given my background in history and my extensive travels throughout the Middle East, I can offer students more than just a text-book version of history and culture. I believe I would be an asset to your program and your school.

I look forward to hearing from you soon. If you would like to discuss my qualifications further, please feel free to contact me. Again, thank you for your time and consideration.

Sincerely,

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