

123 Main Street
Anyplace, PA 18400
April 13, 2007

Dr. Joseph Nelson
Superintendent
Norris Public Schools
Norris, PA 18400

DATE

Dear Dr. Nelson:

Please accept the enclosed resume and application form as an indication of my interest in a teaching position with your school district. This letter will outline my qualifications and experiences to date. I will complete all requirements for a Bachelor of Science degree in elementary education from the University of Scranton by May 2007. Shortly after graduation, I will hold my Pennsylvania teaching certificate.

My coursework and field experiences have prepared me for a career in education. I am currently student teaching in a Scranton Public School where I am gaining excellent practical instructional and classroom management experience. I have sought out opportunities to work with children as evidenced by my summer and volunteer positions. These positions have helped me to develop leadership skills and the ability to relate effectively to children. I am now eager to begin a professional teaching career with your school district.

I look forward to a personal interview to discuss my qualifications and your needs in more detail. If you need additional information, please contact me. Thank you for your time and consideration of my application for a teaching position with Norris public schools.

Sincerely,

Susan Buck