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Logan, UT 84321  
(435) 787-7777  
myemail@usu.edu

March 6, 20xx

Dr. John Jones  
Superintendent  
Ashwood Middle School  
Alton, CO xxxxx

Dear Dr. Jones:

On June 15, 20xx, I will be relocating to the Denver area. I am currently completing a degree for a Bachelor of Science in Secondary Education from Utah State University with an endorsement in English, and will graduate next month. Although I am not aware of any opening in your school district for the upcoming year, I would like to be considered for any potential opening in English that may occur.

Currently, I am completing my student teaching experience at Logan Middle School in Logan, Utah. My assignment has included teaching ninth-grade grammar and composition as well as eighth-grade literature. In addition, I am coaching eighth-grade girls' track. My application for Utah Teacher Certification is pending and I have begun the application process for Colorado Teacher Certification.

Please feel free to contact me should any positions open in your school system for which I would be qualified. If I can provide you with any further information, please contact me at the phone number or email address listed above.

Sincerely,

*Mary M. Markham*

Mary M. Markham

Enc. resume