

Teaching Education Cover Letter Sample

4444 Tree Street
Ogden, Utah 84401
April 20, 20XX

Joy McNeil
Director, Human Resources
Jordan School District
9361 South 300 East
Sandy, UT 84070

Dear Mrs. McNeil:

I am very interested in working as a secondary English teacher in Jordan School District. I understand that your district is growing rapidly and that you have some great literacy programs in place. I would like to contribute my skills and experience to your programs.

I will receive an English-teaching bachelor's degree from Utah State University in May and will be licensed to teach at the secondary level. In addition to coursework in literacy, writing, and classroom management, I have substitute taught, tutored, and worked in other literacy programs. I have a strong desire to help students in the Jordan School District to succeed.

I am very interested in discussing my qualifications for an English teaching position with you further. You can reach me at (801) 627-1234 or galehansen@hotmail.com.

Sincerely,

Gale Hansen

Gale Hansen

Enclosure