

1000 Main Street
Anytown, WA 99999
March 6, 2008

Contact Name
Title
Organization
Address
City, State ZIP

Dear NAME OF CONTACT:

Please accept this letter and accompanying résumé as my application for projected teaching positions at NAME OF SCHOOL.

As the enclosed résumé relates in greater detail, I bring more than 13 years experience working with students of all ages and abilities. I am sensitive to the emotional, behavioral and academic challenges faced by students, and have proven classroom management capabilities. Among my accomplishments:

- Providing specially designed instruction in multiple subject areas to students with a wide range of academic abilities.
- Collaborating with special and general education staff, as well as administrators, school psychologists and community supports to determine appropriate academic and behavioral interventions.
- Planning and assessing accommodations for mainstreaming students into general education classes.
- Producing documentation and facilitating multi-team IEP meetings.
- Ensuring students make social and academic progress.

In addition to my professionalism and outstanding interpersonal communication skills, I offer a positive, proactive approach to teaching and am committed to making a difference. I am confident that given the opportunity, I will prove to be a valued member of your team. I look forward to discussing with you further how I can make a positive contribution to NAME OF SCHOOL. Please feel free to contact me at 555.555.5555 or via e-mail at marysmith@email.com if you should have any questions about my qualifications for employment.

In the interim, thank you for your consideration, attention and forthcoming response.

Sincerely,

Mary Smith

Enclosure