

BUSINESS LETTER FORMAT FOR COVER LETTERS

MODIFIED BLOCK STYLE

[With or without indented paragraphs]

201 North Neil Street
Champaign, IL 61820

[one space]

March 12, 2011

[one or more spaces]

Dr. George Brown
Director of Personnel
Urbana School District 116
1602 South Anderson Street
Urbana, IL 61801

[one space]

Dear Dr. Brown:

[one space]

I would like to apply for the English teaching position at Urbana Middle School that I learned about through the *Job List* at the University of Illinois' Educational Career Services Office and the advertisement that appeared in the March 10 *Champaign News Gazette*. As an English major at the University of Illinois in Urbana-Champaign, I have been immersed in an extensive certification program to prepare me for the privilege of teaching and shaping the minds of our youth. I would love to teach in a small urban school such as yours; my multiple experiences in multicultural classrooms have provided the relevant background to help me accomplish this task.

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As a result of volunteering at Urbana Middle School, I have become familiar with the mentoring program for students and the positive impact it is having on them. Such a program enhances the advancement of learning and helps to prepare students to become contributing members of society. Because I value literacy, I have a strong focus on reading and writing and have developed a method to differentiate my instruction to meet every student's needs and increase their level of literacy. As I implement this method in my student teaching classroom, I am observing, through my various assessments, a seventh grader who is at a low reading level gradually beginning to make a noticeable improvement in his skills. I am excited at the possibility of bringing this experience to my own classroom in your school.

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Attached is my resume which will provide you with additional information about my qualifications. I have completed your on-line application and would be happy to provide all other information you may need and can be available for an interview at your convenience. Thank you for your consideration. I look forward to hearing from you.

[one space]

Sincerely,

[4 spaces]

Tom Jones

[one space]

Enclosure