

SAMPLE COVER LETTER OF APPLICATION [2]

201 North Neil Street
Champaign, IL 61820

May 15, 2009

Mr. R. T. Blue
Director of Personnel
Urbana School District 116
1602 South Anderson Street
Urbana, IL 61801

Dear Mr. Blue:

I would like to apply for the fifth-grade teaching position you have available at Yankee Ridge Elementary School beginning September 2009. I learned of your vacancy through the on-line Job List at the University of Illinois' Educational Career Services Office and the advertisement that appeared in the May 10, 2009 *Champaign News-Gazette*.

Currently, I am seeking an elementary teaching position for fall 2009. I completed my B.S. degree in Elementary Education at the University of Illinois at Urbana-Champaign in December 2008 and have been substitute teaching since January in several elementary schools in the Urbana School District. Since I completed my student teaching at Yankee Ridge Elementary School, I am very familiar with the students, staff, and instructional program at the school.

I believe that my academic preparation in education and my work experiences in education would allow me to make significant contributions to your school and district as a member of the staff at Yankee Ridge. Attached is my resume which will provide you with information about my qualifications. Of special interest to you may be my interest in programs for gifted children since your position announcement indicates that the person selected for this position may be involved in developing such programs. I have had several courses in teaching gifted children and, with my preparation in math, I would be interested in developing curricula in the area of computer applications of math.

I would very much like to be considered a candidate for the position you have available, and I can be available for an interview at most any time. I would also be pleased to complete a district application and provide all necessary documentation. I look forward to hearing from you.

Sincerely yours,

William Smith

Enclosure: Resume