

SAMPLE COVER LETTER OF INQUIRY [2]

201 Green Street
Champaign, IL 61801

March 1, 2009

Ms. Mary Black
Director of Personnel
Aurora East School District 131
417 Fifth Street
Aurora, IL 60505

Dear Ms. Black:

I am seeking an elementary teaching position for the fall 2009 and would like to request an application. Currently, I am student teaching at Washington Elementary School in Champaign, Illinois, and plan to graduate with a B.S. in Elementary Education from the University of Illinois in May 2009. In addition, I will have endorsements in Science and Math at the middle school level. I am especially interested in the Aurora schools because I am originally from Batavia and would enjoy moving back to the area. The district in which I am student teaching is of a fairly similar size and has a socioeconomic range similar to that of Aurora.

Although my elementary education coursework is comprehensive, my middle school endorsements provide a concentration in Science and Math. I have had a variety of opportunities to work with elementary-aged children which include tutoring, giving swim lessons, and working as a counselor in a summer camp. More specifically, teaching-related experiences include a “junior practicum” in a third grade classroom and my current student teaching in a sixth grade class. I feel that my academic coursework combined with these experiences have prepared me well to teach in the elementary or middle school grades in Aurora.

I have enclosed a resume for more information on my background and experiences. I would be glad to complete your application and provide all necessary documentation. I would also be happy to arrange an interview at your convenience.

Sincerely yours,

Martha White

Enclosure