

Your address  
Your City/State/Zip  
Date

Allan Berry  
Personnel Director  
Brockport Central School District  
40 Allen Street  
Brockport, New York 14420

Dear Mr. Berry:

Enclosed please find my application materials for a teaching position in the Brockport District. In May I will complete my B.A. in English from Nazareth College of Rochester, and will hold New York State Certification in Special and Elementary Education. I had the opportunity to complete student teaching in your district, and in particular truly appreciated the professionalism and caring attitude of the teachers and staff.

During student teaching and my field experience, I worked with students at the elementary, middle, and high school levels. This included providing individual, small group and whole class instruction to students with learning disabilities, emotional disturbances, and multiple disabilities. I value individuality, and strive to meet the needs of each student. To accomplish this, I use a variety of hands-on activities and different teaching strategies to accommodate diverse learning styles. I also recognize the importance of trust, and successfully established relationships with students that resulted in a safe and comfortable, yet challenging, learning environment.

In addition, for the last four years I have worked with youth, ages 6-16, in a local summer recreation program. I gained valuable group management skills and developed positive relationships with the youth in this program.

I would appreciate an opportunity to meet with you, and can be reached at (716) 555-1111. Thank you for your consideration.

Sincerely,

*Your signature here*

Your Name Here