

Today's Date

3224 Schaffner Drive
Saint Charles, Missouri 63301

Sample Employer
Director of Human Resources
Wentzville R-IV School District
One Campus Drive
Wentzville, Missouri 63385

Dear Ms. Employer,

While researching information on school districts in the state of Missouri, I focused on the Wentzville School District as my top choice. It is the goal of the Wentzville School District "To provide a challenging educational environment to ensure lifelong learners." I feel that my beliefs and goals as an educator fit well with this statement. I recently graduated from the College of Education at the University of Missouri with a Bachelor of Education in Secondary Education. I am passionate about making a difference, and I would like the opportunity to use the skills and knowledge I have learned to help your district achieve its goals.

Throughout my college experience, I have gained many significant insights into the education field and had the opportunity to practice the skills needed to be an effective teacher. The most valuable experience I have resulted from my internship at Timberland High School. Under the guidance of Mr. Robert Smith, I was able to improve upon my skills as a teacher by learning first-hand about effective facilitation, classroom engagement, applying and adapting lesson plans, and conflict resolution. Applying the educational theories I studied in such a positive and supportive environment confirmed my enthusiasm for contributing to a teaching team, school district, and to the lives of each individual student. I am currently working at Timberland High School as a hall monitor during the week and value being able to interact with the students and colleagues who have taught me so much. The knowledge I gained working in this district, in addition to my other volunteer work, leadership experiences, and practicums have deeply influenced both me and my desire to contribute fully to a district. I would apply my background to be a contributing member each day.

I know that the Wentzville School District is one that is growing every year and that you work hard to rise to the challenges that present themselves because of this growth. Wentzville School District has made an effort to keep a low student to teacher ratio and has kept class sizes at a number that will help to ensure the success of all students. During my time at Timberland High School, I saw the value in trying to teach students individually according to their gifts and needs. I created lesson plans that were easy to modify slightly for students and tried to incorporate different learning styles into each lesson. These methods help maintain the individualized feeling of a small classroom, even as class sizes grow. I hope to bring these skills into the Wentzville District, while also learning and growing from the accomplished and highly educated staff. Through my interactions with this district, I know that the faculty is one of superior quality that shows real devotion to the success of their students and I would enjoy the opportunity to become a part of that team.

I attended Wentzville School District's job fair in February and completed the initial screening. I realize that a letter and a resume can only tell you so much about my beliefs and qualification, but I am looking forward to my video interview later this month to share more with you. If you have any questions in the meantime, please feel free to contact me via at 555-555-5555 or student@mail.missouri.edu.

Thank you for your consideration.

Sincerely,
Sample Student

Enclosure