

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 am focusing on the Wentzville School District as my top choice. As acknowledged in your mission statement, 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. As a recent graduate of the University of Missouri and someone who is passionate about making a difference, I would like the opportunity to use the skills and knowledge I have gained to help your district achieve its goals.

Throughout my college experience, I have gained many significant insights into the education field and have had the opportunity to use and 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 absolutely 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 truly value being able to interact with the students and colleagues who have taught me so much. The knowledge I gained working in this district has been a wonderful asset to me, and I would apply my background in volunteer work, customer service, and my specific tutoring and practicum experience 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 as a result of this growth. As I have seen on the Missouri Department of Elementary and Secondary Education website, the 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. Through my experience in the district, I know that the faculty is one of superior quality that shows real devotion to the success of their students and would enjoy the opportunity to become a part of that team.

I realize that a letter and a resume can only tell you so much about my beliefs and qualifications. I attended your district's job fair in February and completed the initial screening. I am looking forward to my video interview later this month. 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*

Sample Student

Enclosure