

2/17/2012

Jo Poglajen, HR Analyst for Licensed Employee's
Salt Lake City School District
440 East 100 South
Salt Lake City, UT 84111

Dear MS. Poglajen:

As a recent education graduate of Salt Lake Community College, I was very excited to learn from your website of the available Elementary Teaching position. The purpose of this letter is to express my strong interest in becoming a teacher for Salt Lake City School District. In addition to possessing a B.S. degree in Elementary Education I am very flexible, responsible, detailed oriented, and a critical thinker which I know will assist me to do well as a teacher in your school district.

My personal goal is to be part of a school district such as yours that accepts diversity and sets the standard for excellence in education. I also believe in providing the highest quality education and preparing students for a future of opportunities just like Salt Lake City School District.

As you can see on the attached resume, Salt Lake City School District would benefit from the skills I have learned throughout college and outside of college as well. These include: critical thinking, problem solving, flexibility, public speaking, instructing, time management, and planning skills. I will contribute to every child's learning process promoting success using my skills and by providing a high quality education.

I am very confident that my abilities and skills will make me an ideal candidate for the position in which you are looking to fill. I would like very much to discuss with you how my skills can meet the needs of Salt Lake City School District. I will contact you within the next week to follow-up on my application materials. In the interim, I can be reached at 000-000-0000 or via e-mail at email@mymail.slcc.edu.

Sincerely,

First and Last Name
Address
City, State Zipcode

Enclosure