Dear Principal Smith:

I’m writing to express interest in the Middle Grades Science Teacher position at Boone County Schools, which I saw posted in the Southwest Ohio/Northern Kentucky Education Career Fair app. As a student at Northern Kentucky University, I had the opportunity to hear your presentation about Ethics in Teaching at our Student Seminar and I really enjoyed learning more about your leadership style and the school district.

I will be graduating in May with a Bachelor of Arts in Middle Grades Education, with plans to become certified in Mathematics and Science. I have attached my resume to provide you with additional information, but you will see that my teaching experience includes several hands-on STEM activities, both in the classroom and through extracurricular involvement. I also have experience playing soccer throughout my education, including intramural soccer at NKU. I have volunteered as a soccer coach and referee for 3 summers at a local YMCA and would be glad to contribute these skills to the school, if needed.

While I believe that my educational background and experience will make me a good fit for your Middle Grades Science position, I also think that my values and background make me a good fit with your school district’s values. My teaching philosophy is “I believe that all children are unique and have something special that they can bring to their own education; I will assist my students to express themselves and accept themselves for who they are, as well as embrace the differences of others.” While my classroom style is individually focused, I also believe this aligns very well with the Boone County Schools Mission Statement, “Achieving Excellence Together” because we can only achieve excellence when each individual is comfortable with who they are.

Thank you for your time and consideration. I would love to have the opportunity to discuss my qualifications and the position further. Please feel free to contact me at 859-123-4567 or doej78@nku.edu. I look forward to hearing from you.

Sincerely,

J. “Sam” Doe