Dear Principal Smith:

I recently submitted my application for the English Teacher position at SCHOOL DISTRICT, through the District’s online application portal, but I also wanted to reach out to you and express my interest in the position. Personally, my high school experience was very challenging, but I had a wonderful English teacher who taught me to express my feelings through writing. Beyond the classroom, that teacher inspired me to follow in his footsteps and become an English teacher myself!

I will be graduating in May with a Bachelor of Arts in Secondary Education and English certification. As you will see on my attached resume, I have experience as a Student Teacher within an English classroom at NAME OF HIGH SCHOOL. Through this experience, I not only gained experience designing and implementing lesson plans, but I also had the opportunity to collaborate with the teacher as we moved our class to an online format, due to the COVID-19 pandemic. While this created a lot of challenges and uncertainty, I also gained experiencing using Zoom and other platforms to connect with students and family members. I also learned a lot about how to communicate electronically with fellow teachers and administrators. I believe that this experience has prepared me for the challenges and opportunities that will come with any new teaching position.

Thank you for taking the time to read this letter and my resume. If you are interested in learning more about my qualifications, I would welcome the opportunity to interview with you. Please feel free to contact me by phone at 859-123-4567 or by email at doej78@nku.edu. I hope to hear from you soon.

Sincerely,

J. “Sam” Doe