**LETTER FOR TEACHING POSITION**

Today’s Date

Hiring Manager’s Name

Company Address

Company’s City, State, Zip Code

(xxx) xxx-xxxx

hiring.manager@gmail.com

DearHiring Manager’s Name,

I was delighted to find out about the opening for Position at Discover Learning Academy on LinkedIn. As a current preschool teacher at the Goddard School in Colorado Springs, I am very familiar with private school systems and their intensive learning environments. Prior to the Goddard School, I also spent four years leading classes at Blue Lake Preschool in Carbondale. Noteworthy highlights from my teaching career thus far include:

* Receiving Teacher of the Month Dateat the Goddard School Developing and coordinating successful field trips for students, with 95% positive feedback from parents Implementing a highly reviewed storytelling program that improved students’ speech clarity by 24%.
* My additional qualifications include my certification in infant and child CPR as well as my musical talents, which I like to regularly incorporate in the classroom. I have always enjoyed engaging students through music and the arts and have subsequently been praised for my creative instructional delivery.

I’d love to learn more about the opening at your school and look forward to the opportunity to speak with you further. If you have any questions about my experiences, please do not hesitate to contact me. Thank you for your time and consideration.

Sincerely,

Your Name