**LETTER FOR TEACHING POSITION**

Today’s Date

Hiring Manager’s Name

47 Company Address

Charleston, WV 25339

(xxx) xxx-xxxx

hiring.manager@gmail.com

Dear Hiring Manager’s Name,

As a Certified Special Education Instructor with over 9 years of experience in childhood program administration and special education teaching, I’m confident that my background aligns perfectly with the Special Education Teacher opening at School Name**.**

Throughout my teaching career, I’ve been acknowledged for designing and implementing interactive lessons by employing manipulatives and IEPs to target the individual needs of special education students. In my current role as Special Education Teacher for Woodlawn Community School, I teach an emotionally impaired class consisting of 20 students while working closely with other instructors to plan a curriculum that adheres to IEP standards.

Developed 12 educational, enrichment, and skill-based programs for diverse learners

Contributed to the continuous improvement of four programs by analyzing students’ skills and interests and revamping programs accordingly.

Hold a bachelor’s degree in Special Education along with certifications in Childhood Education and Students with Disabilities

I’d greatly appreciate the opportunity to meet with you and further discuss my qualifications and your requirements in detail. Thank you for your consideration, and I look forward to speaking with you soon.

Sincerely,

Your Name