**LETTER FOR TEACHING POSITION**

Today’s Date

Hiring Manager’s Name

School Address

School’s City, State, Zip Code

(xxx) xxx-xxxx

hiring.manager@gmail.com

Dear Hiring Manager’s Name,

I was pleased to learn of your opening for a Paraeducator through LinkedIn. With 6+ years of experience as a paraeducator and instructional assistant, I know I can exceed School Name standards as your next Paraeducator.

I’ve provided exceptional clerical and administrative support to 25 teachers and professionals, overseeing 85+ children particularly those with specific needs and developing educational materials for daily programs. For instance, my experience includes:

Providing support to an instructional program with 30+ students in 3 classrooms, the playground, and lunchrooms from 20XX–20XX boosting student success by 15% through serving as a supportive staff member to meet their emotional, social, and academic needs In line with School Name goals of being an equity-focused institution, I’m certain my expertise at working with families from economically and socially disadvantaged backgrounds will benefit Company Name and the surrounding community.

For further information, you can reach me via my cell phone (xxx) xxx-xxxx or email address at your.name@email.com. Thank you, and I look forward to hearing from you.

Sincerely,

Your Name