**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,

My name is Your Name. I ‘am very excited to apply for the open teacher assistant position at your school.

In my previous roles I performed the following duties:

* Supervised large groups of elementary students (30–40) on a daily basis, fully conducting class on days when the teacher was absent.
* Mentored and motivated difficult students, working one-on-one with several who had severe behavioral problems, raising their scores on average by one full letter grade.
* Participated in the creation of hundreds of pages of unique and engaging educational materials, including daily lesson plans, weekly quizzes and tests, classroom games, and roleplays. I am comfortable working independently and as part of a team. I strongly prioritize critical thinking and creativity,

I have attached my resume for your consideration. I hope that, after reviewing it, you will agree that as a teacher assistant I would be a valuable addition to your team. I will do whatever it takes to help your teachers create an environment where every class is special, and all your students can excel.

Thank you very much for your consideration.

Sincerely,

Your Name