**ENTRY LEVEL COVER LETTER**

August 28, 20XX

Principal Johnathon Carrington

Early Learners Elementary School

555 Early Learners Way

Tampa, Florida 33635

Dear Principal Carrington:

My name is Mackenzie Smith and I am writing to express my interest in the third grade English / Language Arts teacher position with Early Learners Elementary School. I am excited about the opportunity to teach at Early Learners Elementary School because it would be a pleasure to return to my own elementary school as a teacher. I would be a great candidate for the third grade English / Language Arts teacher position because I have the training, skills and personality to provide children a solid foundation for a lifelong love of learning. This position aligns perfectly with my goal of playing an active role in the classroom as I prepare for advancement into administration.

As a recent graduate from the University of South Florida with a Bachelor of Science in Elementary Education I have the required training for the third grade English / Language Arts teacher position at Early Learners Elementary School. Relevant course work included Emergent Literacy Strategies and Assessment, Learning and Development within a School Context and Creating and Differentiating Learning Environments. I graduated with High Honors and was a member of the SunCoast Area Teacher Training and Educational Research Program (SCATTER), Kappa Delta Pi and eduCARE. My prior experience in customer service in the retail industry also gave me the patience and skills needed for effective classroom management.

One thing that attracted me most to Early Learners Elementary School is the volunteer work the school does to give back to our disadvantaged youth. I am also passionate about empowering every student with a love of learning and volunteer regularly for my local YMCA Club as an after-school tutor. I look forward to meeting you in person during an interview to further discuss my qualifications and how I will be an asset to the teaching team at Early Learners Elementary School. Thank you for your time and consideration.

Sincerely,

{Your physical signature}