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| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

Dear Ms. Del Gato,

As an admirer of Company Name, I was really excited to see your posting for a 3rd grade teacher. Here’s why I’m an excellent match for the position.

In addition to having a Masters in Education and seven years of experience, I currently work as an enthusiastic 3rd grade teacher at the Red Barn School. In this role, I am responsible for 40 students in an inclusion classroom, which has allowed me to refine my skills in handling extreme behavioral issues while maintaining a focused class. I also prepare the children for challenging state tests and foster their leadership and problem-solving skills by having them collaborate in groups.

Additionally, my attached resume includes all of the other requirements given on your job listing. For this reason, I believe I would be a great addition to your organization.

I will make myself available to meet with you at your earliest convenience.

Sincerely,

Madelynn Wilkinson