Dear Ms.Lauer,

I am applying for the position of Drama Teacher now available at Princeton Regional School. I have the skills and training needed to be a great asset to your school.

I have a vast understanding of music and extensive knowledge of many acting techniques that I use in the classroom to help teach students. I have the ability to put on school plays and talent shows. I am also familiar with appropriate stage dress and makeup, so I can help with costumes and props for the plays.

I have experience putting together class curriculum including student monologues, team acting projects and written assignments. My experience also includes holding auditions, selecting the cast and directing rehearsals. I can also advertise the plays to generate interest and introduce actors on opening night.

Teaching drama is an amazing career. There is nothing else quite like working with students in this type of setting. It is exciting and very rewarding to watch the students discover their abilities and then to watch their talent excel as they learn new ways to express themselves.

I have the ability to spot students with special talents and to help them see and achieve their full potential. I hope to obtain this position with your school so I can share my knowledge and experience with your students. I am sure I have the credentials your school is searching for and that I can be a great addition to your staff.

Please call (555)-555-5555 to make arrangements for an interview. I look forward to hearing from you soon.

Sincerely,

Signature

Ann Robinson

Encl: Resume