Wednesday, September 26, 2018

Name of Contact

Title of Contact

Business Name

Business Address

Business City, State and Zip Code

Dear Mr./Ms. Contact’s Last Name:

I have read with interest about School Name and the school’s philosophy on something that interests you about the school, which is why I am submitting my resume for employment consideration.

I have experience teaching grade level or class name as well as grade level or class name, and believe that something that interests you about the school and philosophy or approach are keys to helping students attain their goals. As you will see on my resume, I have a proven record of achievements, which will allow me to make major contributions to School Name, including:

* List achievement, award or special training
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I would appreciate a meeting to discuss your current needs and how my skills and experience might benefit your school. I will call you on day of the week to schedule a meeting. In the meantime, please feel free to call me at your phone number or contact me by email at your email address. I look forward to speaking with you.

Sincerely,

Your full name

Resume Enclosed