# **Letter of Introduction for Teaching**

**MR JOE SMITH
X HIGH SCHOOL
NEW YORK, 10010-4046
UNITED STATES OF AMERICA**

**Dear Mr. Smith,**

I am writing to express my interest in the position of High School English Teacher. I am applying for this post because (name of school) is known for rigor in teaching and inspiring curiosity in students without losing sight of the fact the rigor and fun can co-exist. This is my teaching philosophy so I believe I would fit in well in this type of environment.

I am presently teaching at (name of school) where I am responsible for teaching English to grades 7-9. I am able to foster a positive learning environment in the classroom and have a knack for conflict resolution.

I have managed to successfully increase the students reading and writing comprehension test scores every year for the past five years. I am proficient in Common Core Standards and know how to motivate students for success. I hope to be able to apply my tried-and-true teaching methods to contribute to your excellent standards.

My training and knowledge give me the ability to capture the attention of students while teaching them proper use of the English language. I try to go about teaching literature, grammar, spelling and writing in creative ways. I believe in using practical examples from real life to which students can relate. This is where it becomes important to incorporate the use of technology into the learning environment and I have learned how to do this effectively. I was excited to learn that you encourage the use of technology in the classroom at (name of school).

My years of experience allow me to design tests and exams that will help to evaluate how well the students are learning. I always make sure they understand what they have been taught before moving on to the next level.

I have the communication skills to convey information to students, parents and colleges clearly and efficiently in spoken or written form. It is sometimes difficult to convey complex information in a form that’s simple for students to grasp but I believe this is one of my strongest skills.

Working with teenagers and maintaining an orderly learning environment can be challenging but I believe I have the patience and empathy it requires. I have some experience in mentoring troubled students and giving them the support, they need when they need it most.

Good organizational skills, the ability to take initiative and to work well under pressure makes me confident that I can make a valuable contribution in a fast-paced teaching environment. I have experience in running a drama club and organizing a school newspaper and am willing to assist in these areas or wherever else my skills can be an asset.

My enclosed resume contains a comprehensive look at my educational qualifications, skills and experience relevant to the position. My contact number is (insert number) and I welcome the opportunity to discuss with you how my strengths and skills can serve (name of school).

**Respectfully
Alice McIntyre**