**Introduction during an interview Sample Letter**

*Peter Kent*

*1234 Main Street*

*Belleville, Illinois 62223*

*February 1, 20XX*

*Director Brookwood Elementary*

*5915 North Belt West*

*Belleville, Illinois 62223*

*Dear Sir,*

*My name is Peter Kent. I am a recent elementary education graduate from the University of California, Berkeley. This summer, I worked at a camp for elementary children. I am extremely delighted to get offered a position as a teacher in the coming semester. I came up with several original lesson plans I created during my teaching internship that I look forward to implementing in my classroom. I attended Brookwood Elementary myself and believed I would be an excellent fit for your second-grade job opportunity. It would bring me joy in teaching students in the same place that sparked my love for learning. In case you have any questions, kindly get in touch via email at* *xxx@email.com**.*

*Sincerely yours,*

*Peter Kent.*