**1 Main Street  
New Cityland, CA 91010  
Cell: (555) 322-XXXX  
E-Mail: example-email@example.com**

**Dear Principal Skinner,**

I write in response to your ad seeking an experienced Middle School Teacher at SequoiaMiddle School for the summer school program. As a highly competent Middle School Teacher,I would bring a student-focused and hard-working attitude to this role.In my current position, I foster a positive learning environment in my classroom andprovide a variety of instruction techniques to effectively teach all students. I have aknack for conflict resolution andmaintaining an orderly classroom environment. I am

familiar with IEPs, proficient in Common Core standards, and adept at motivating studentsfor success.  
I am a self-starter and excel at integrating technology into the classroom,incorporatingnew curricula, and keeping records up-to-date. I am familiar with technology such asSmartBoards and learn new to incorporate new technology quickly. As a part of the team atSequoia Middle School, I hope to contribute to your reputation for excellence ineducation.  
My resume and references are attached. Please feel free to contact me at your convenienceto discuss this position in detail.

**Sincerely,  
XYZ**