WHITNEY HOUSTON **301 Decatur Street, Omaha, NE 40022  
Cell: (999) 991-XXXX, Email:**

**May 21, 20XX**

**Mr. Anthony Hopkins  
Administrator  
Omaha Elementary School  
22 Osborne Drive  
Omaha, NE 66663**

**Dear Mr. Hopkins:**

It is with great enthusiasm that I apply for your advertised position of Summer School Teacher. I am confident that I meet your toughest specifications for this job at Omaha Elementary School. As a lead teacher with over 3 years of experience working in different capacities within the school, I am a perfect match for the description that you have provided in your advertisement.

My background in teaching regular and summer classes is quite unmatched as I work with team orientation in mind which works well with students and fellow teachers. I offer a great knowledge of designing and implementing summer school activities while taking into account both the educational and entertainment aspects. Moreover, I am conversant with preparing summer school schedules and acquiring both teachers’ aides and substitute teachers and have substantial experience qualifying the instruction for summer school directives.

My knowledge of health and safety rules and best practices makes it easy for me to work with children while ensuring their well-being at all times. I am putting all I have on the table (my resume as well) and expect that a meeting with you will set things into a better perspective as well.

**Sincerely,**

**(Signature)**