

October 28, 2008

Your Name  
Address  
City, State ZIP

Contact Name  
Title, if known  
Firm  
Address  
City, State ZIP

Dear Mr./Ms. \_\_\_\_\_ :

Please accept this letter of application for the position of Secondary English teacher posted through Avila's Career Services on-line job search system.

Currently I am student teaching at Olathe North High School. In December 2008 I will graduate from Avila University with a Bachelor of Arts in English and a minor in Secondary Education. Through prior observations and practicum experiences, my appreciation for education professionals and teaching has increased tremendously. These experiences, as well as my part-time job, involvement in our campus newspaper, and my past three years of volunteer work with children at the Literacy Center, have reinforced my interest in making a life-long commitment to teaching youth in the Kansas City area. As an energetic college senior, I am eager to make a positive contribution within the field of education. If offered an opportunity to demonstrate my commitment as well as my strong communication, interpersonal, and leadership skills, I am confident that I would prove to be an asset to Green Village School District.

Enclosed is a copy of my résumé. If you require further information, please call me at 816-123-4567 or contact me through e-mail at [myname@ed.com](mailto:myname@ed.com). Otherwise, my credentials file will be sent to you in late November. I look forward to meeting with you at your earliest convenience to discuss how my qualifications match your staffing needs. If I do not hear from you within the next two weeks, I will recontact you to follow up on my candidacy.

Thank you for your consideration.

Sincerely,

*Signature*

Typed Name

Enclosure.