

TEACHING COVER LETTER

1600 Holloway Avenue
San Francisco, CA 94132

April 2, 20XX

Dr. Maria Gutierrez, Principal
San Juan Unified School District
9000 Virgo Court
San Francisco, CA 99199

Dear Dr. Gutierrez,

I read with great interest your advertisement for a high school Math Teacher currently posted in the Career Center at San Francisco State University. I will be completing my single subject credential this May, after which I will be available for a full-time teaching assignment. I've enclosed my resume for your consideration.

I am especially interested in this position because I grew up in and graduated from this school district. Because of my history with the district, I am very familiar with the campus, the faculty, and the community. The Math Department continues to place a great deal of emphasis on teaching students creative ways to work with math, which correlates very closely with my area of teaching expertise.

I have more than four years of teaching experience in a variety of settings. While getting my B.A. at San Francisco State University, I served as a tutor for freshman Math students. My student teaching assignment included teaching remedial math and science. This assignment included special training in assertive discipline that was integrated into a pilot composition program for learning disabled students. I received a district award as an outstanding student teacher for my participation in this program.

I am excited about teaching and feel very strongly that I can make a positive contribution to your school. I look forward to meeting you and discussing this position more in depth. I can be reached at (415) 999-0000 or mwest@fog.net.

Sincerely,

Mary West



San Francisco State University • Student Involvement & Career Center
1600 Holloway Ave, Student Services Building 206, San Francisco CA 94132
Tel: 415/338-1761 • Fax: 415/338-2979 • sicc@sfsu.edu • www.sfsu.edu/~sicc