Sample 2: Application Letter for Teaching Position
(Full Block Format)

Dr. John M. Miller, Superintendent
Harrison School District
200 Mill Stream Road
Harrison, NY 12345

Dear Dr. Miller:

Please consider this my application for an elementary school teaching position in the Harrison School District. As my resume reveals, I will graduate from Manhattan College in May with a BS degree in Education and a concentration in Psychology. In addition, I am in the process of obtaining my New York State certification, which I expect to receive in May.

My student teacher experiences afforded me the opportunity to assume all the responsibilities of an elementary teacher at multiple grade levels. My student teaching experience includes several urban settings with diverse student populations. I have also worked successfully with students with various disabilities. Furthermore, with a strong background in psychology, I bring a true understanding of the many factors affecting the education of children.

I feel confident and qualified to take on the challenges that teaching offers. I am eager to demonstrate my talent and teaching skills within a school district that is committed to high standards in the education of children.

I look forward to an opportunity to meet with you and further discuss my qualifications. In the meantime, should you need to reach me, please feel free to call me at 914-779-2050. If I am not in, please leave a message on my answering machine and I will return your call within a day. Thank you for considering my application.

Sincerely,

(Written signature)

Jane Oliver

Enclosure