

## Sample cover letter for teaching position

777 W. Harrisburg Pike  
Middletown, PA 17057  
September 6, 2007

Mr. Math Teacher  
Middle School Principal  
Palmyra Area School District  
50 West Cherry Street  
Palmyra, PA 17078

Dear Mr. Teacher:

Please accept the enclosed resume as an expression of my interest in the eighth grade mathematics position opening in your building for fall 2006.

As you will note, my enclosed resume shows that I will complete my teaching certification program in May after completing my student teaching experience in Palmyra Middle School. My student teaching experience included lesson development, assertive discipline techniques, student tutoring and student performance evaluations. I am confident that I can meet the requirements of a demanding teaching position and contribute in a positive manner to your scholastic objectives.

I would appreciate the opportunity for a personal interview at your convenience. You may contact me at the address and telephone number listed below, or by email at <nmk166 @psu.edu>. If you desire further information at this time, I will gladly respond on request.

Thank you for your time and attention. I look forward to hearing from you in the near future!

Sincerely,

Jane A. Teacher

Enclosure