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April 15, 20xx

Susan Superin  
Associate Superintendent of Schools  
Shermer Public Schools  
2222 Profit Way, JSB Building  
Shermer, IL 11122-5555

Dear Ms. Superin:

Please accept the letter and the enclosed materials in application for the High School Biology Teacher vacancy at Springfield Public Schools. I learned of the opening through an advertisement in the Shermer Times. This winter I completed my degree in Secondary Science Education at Temple University and I hope to relocate to the Shermer area to begin my career. Throughout my undergraduate studies I've had the opportunity to work in a variety of science focused educational settings.

One of the main reasons I am interested in the position at Springfield stems from a very successful student teaching experience I had last semester. During that practicum, I spent a significant amount of time with 10th – 11th grade students. My cooperating teacher mentioned that she felt I had a particularly strong affinity for that age group. I also observed and assisted with middle school students at both the Greater Philadelphia Area After School Program Clinic and Summer Studies Clinic at Indiana State University.

In addition to career related experience, the enclosed resume also demonstrates my willingness to work hard and assume leadership responsibilities. I've earned all of my college costs through summer and part-time work. I am confident that I have the training, enthusiasm, and personal qualities to make a positive contribution to the Shermer Public Schools. I would appreciate the opportunity for an interview and would be happy to complete a district application. I will be in the Shermer area the week of May 10 and will contact you to determine if we can schedule an interview. If you would like additional information prior to that time, please feel free to contact me.

Thank you for your consideration.

Sincerely,

Katrina Ericson  
Enc.