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Future Employer  
Principal  
\_\_\_\_\_ Elementary School  
City, TX 12345

To Whom It May Concern:

I am writing to express my strong interest in the third grade teaching position in the \_\_\_\_\_ Independent School District. I have a Bachelor of Arts degree in English and certification in core subjects EC-6 from Tarleton State University. I have over eight years of experience working with children of all ages. My enthusiasm, experience, and dedication to my work makes me a perfect candidate for this position in \_\_\_ISD.

After completing my degree, I took some time away from school to work in the food industry to develop strong teamwork, customer service, and leadership skills. I discovered my true calling is in life—being a teacher. At that time, I applied for the Tarleton Model for Accelerated Teacher Education (TMATE) program at Tarleton State University.

Upon employment, I will be certified in core subjects EC-6. Through the TMATE program I was able to successfully learn how to write lesson plans that incorporated Kagan Cooperative Learning Strategies and differentiation for all levels of students, including those in the ESL and special education programs. My aim is to apply the knowledge I have acquired to teach, challenge, and inspire each student in a safe, nurturing environment that allows them to reach their fullest potential for intellectual, emotional, physical, and social growth in the global community. I strongly believe the most successful classroom is one that practices ethical behavior, personal integrity, and values and respects every person's ideas and beliefs. I have several years of customer service, team building, and leadership experience, which has given me the opportunity to work with many different people, personalities, and cultures, allowing me to adjust and adapt accordingly. I am a strong team player who is coachable, creative, and organized. I believe this will give me a step up in the classroom environment and allow me to turn my passion of working hands-on with children into a career.

I would love to have the opportunity to share my passion for teaching in person. I can be contacted any time via email at [leyba.emily@gmail.com](mailto:leyba.emily@gmail.com) or by phone at (512) 395-5797. I would take great pride in teaching my students and working for the \_\_\_ISD.

I look forward to hearing from you. Thank you for your time and consideration.

Sincerely,



Emily Leyba