

SAMPLE STUDENT

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August 4, 20xx

Jane Smith
Human Resources Manager
ABC School
1200 W. Algonquin Road
Palatine, IL 60067

Dear Jane Smith:

I am very interested in being considered for the **Lead Teacher** position at ABC School, which is posted on Harper College's online job posting system. With an outstanding reputation for working one-on-one with students and providing a safe and nurturing environment, ABC School is the type of educational environment in which I would like to begin my career.

I have a strong passion for working with early childhood students and believe that I would be a great asset for your team. My qualifications include:

- Illinois Gateway Credential, Teacher Level 4
- Experience instructing diverse student populations including ESL students and students with disabilities using cooperative learning strategies
- Create and organize learning centers and bulletin boards to connect learning focuses
- Develop activities and experiences for developmental and curricular domains
- Design literacy activities to support beginning readers
- Heartsaver CPR AED Certification - American Heart Association

I look forward to the opportunity to discuss this position with you. Please contact me at your convenience if I can provide further information about my qualifications or to answer any questions. Thank you for your time and consideration.

Sincerely,

Sample Student