



KELLY TEACHER

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Dr. Judy Shaw
ABC School District
1717 College Road
Someplace, NY 55555

Dear <Title> <Name>:

I am pleased to present my resume to you for a position as a **Middle or High School English Teacher** with ABC School District. I believe you will find me to be a dedicated educator who is well qualified to provide the motivation and direction students need to successfully learn.

The enclosed resume will testify to my career successes and solid commitment to providing students with excellence in education. As you will note, I have earned a Bachelor of Arts Degree in English, as well as State Teaching Certification for English (Grades 6-12). My teaching style is direct and decisive, yet flexible in responding to constantly changing demands.

Being a well-rounded educator, I have had the opportunity to teach a diverse group of middle and high school students, thus enhancing my teaching techniques and instructional methods. As a result, I have developed phenomenal communication, interpersonal, organizational, time management, and leadership skills. Furthermore, I have become proficient in developing comprehensive lesson plans; creating stimulating thematic units; and assessing individuals and the class as a whole.

One of my greatest strengths as an educator is instilling a love for literacy in my students. I have a true passion for literature and am adept at passing this on to my students. I accomplish this by incorporating Shakespearean works, which I help students translate into present-day English, as well as draw a direct connection between the works in question and everyday life. This method has helped me reach out to each student, facilitate their unique learning styles, and spark their interest.

I would feel privileged to secure a position as an English Teacher with ABC School District, and would welcome the opportunity to discuss how my extensive experience would best suit the needs of your students. I look forward to hearing from you at your earliest convenience.

Sincerely,

Kelly Teacher

Enclosure