

SANDRA L. UNKNOWN

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<Date>

<School District>

<Address>

<Address>

<City, State Zip Code>

Dear <Title> <Name>:

Please accept this letter of interest and enclosed résumé as application for the Substitute Teaching position you have available. I believe you will find me to be a dedicated, flexible, and nurturing educator who is well qualified to provide the motivation and direction students need to successfully learn.

Throughout my teaching career, I have had the chance to substitute teach a diverse group of students from K-12 in all core subjects. During this time, I have developed excellent communication, interpersonal, organizational, and leadership skills, enabling me to interact with a wide range of individuals. Furthermore, my talents have allowed me to face new challenges daily, and successfully handle any situation or challenge within the classroom or during recess.

One of my greatest strengths is walking into an unknown learning environment and fostering a productive and eager classroom. To accomplish this, I deliver lessons in an exciting fashion, thereby capturing students' attention and imagination, and sparking the desire to learn. In addition, I incorporate hands-on activities whenever possible, in order to promote active participation and facilitate all styles of learners and abilities, thereby enhancing both the academic and social skills of my students. Cultivating strong working relationships with students, parents, and colleagues to sustain a positive and nurturing school community is just another one of my talents.

Given my experience and core competencies, I am confident in my ability to collaborate with your teaching staff to deliver excellence in education to your students. I welcome the opportunity to meet with you to discuss how my extensive experience and skills would benefit your academic program. Thank you for your time and consideration, and I look forward to hearing from you soon.

Sincerely,

Sandra L. Unknown

Enclosure