

MARY POPPINS

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March 2, 2008

Ms. Angela Cavel
Principal
Madeline Boarding School
2231 E. 122nd Street
New York, New York 10020

Dear Ms. Angela Cavel:

I am writing to inquire about a possible opening for a third grade teaching position. I recently spoke with one of your teachers, Annie Smith, and she mentioned that you may have an opening this fall and that I should contact you. I am particularly interested in working for you because of my own experiences as a student in a boarding school and my desire to work in a Great Expectations school. I believe with my education and skills I would be an ideal candidate.

This spring I will be graduating from Oklahoma State University with a degree in Elementary Education. I will have an Oklahoma State Teaching License which will allow me to apply and receive a New York teaching license by the time school starts in the fall. During my coursework and classroom observations I have learned how to assess student learning, maintain order and discipline in the classroom and adapt lesson plans to meet the needs of my students. I have participated in Great Expectations training and my clinical internship took place at a Great Expectations school where I was able to put many of the techniques into practice. As you will see in my resume I have also had a great deal of experience working with young children as a girl's soccer coach, Sunday school teacher and Big Sister. I am confident that my education and experiences have prepared me well and that I would be successful as a third grade teacher.

I look forward to meeting with you so we may further discuss my qualifications. I will follow up next week to see if a meeting can be arranged. If you should need to contact me before then, I can be reached at 555-555-5555 or by email at julie.andrews@okstate.edu. Thank you for your time and consideration.

Sincerely yours,



Mary Poppins

Enclosure