**![MC900196202[1]]()Susan Thompson**

[Street Address] New York, NY 55900, H: 555-555-5555, [Email Address]

**Today’s date**

Mr. Smith, School Head Teacher
Ronald Green School
Address, City, State, zip

**Re: English Teaching**

Dear Mr. Smith,

I can take Classical Junior High School to new literary heights! I am interested in the position of English teacher for grades 7-8 posted in this week’s Educator’s Bulletin.

I understand that the position requires strong skills in grammar, punctuation, and vocabulary, while working with the students to improve their creative writing skills.

Please take a look at my resume to see my work history.

In my previous position, my students received top honors in the national grammar and punctuation contest each year that I was their teacher and by the end of each year, most of the children had the exciting experience of seeing their name in print when an essay, poem, or story was accepted for publication by writing magazines.

I was able to inspire my students to achieve these accomplishments thanks to the creative writing assignments (which really were creative!) that I gave and the positive, energetic classroom atmosphere that I built up.

I’ll be in touch with the secretary, Miss Friedman, to set up an interview.

I’m looking forward to discussing how your students can become the next Pulitzer Prize winners.

Sincerely,

**Susan Thompson**

**Enclosure: Resume**