**MC900196202[1]Ruth Young**

[Street Address] New York, NY 55900, H: 555-555-5555, yourname@vmail.com

Today’s date

Mrs. Susan Miller

Company name

Address, City, State, zip

Dear Susan Miller,

Re: Job Post – Substitute Teacher

In reference to the job posting for a substitute teacher that was advertised in this week’s issue of Classroom Chatter, I am attaching my resume.

As it states, I have a Bachelor’s in Early Childhood Education and have been teaching in public schools for 18 years.   
I enjoy the challenge of meeting new students and can either continue the scheduled material according to the primary teacher’s lesson plan or can teach stand-alone units in areas of citizenship, art, hygiene and health, or other subjects.

As an experienced teacher of all grades in the elementary school system, I’ve realized that a fascinating lesson is the best prevention for disruptive behavior, and have never had a class take advantage of my status as the substitute.

I have taught English, mathematics, art, music, creative writing, social sciences, and history, and am open to learning new areas.   
My teaching experience includes using a variety of teaching methods – discussions, games, instruction, worksheets, learning in groups, etc., and for long term substituting I incorporate class trips into the curriculum, to enable students to see and experience concretely what they learn in class (for example, taking the class to a factory when we learn about the Industrial Revolution).

My schedule is flexible and I am usually available even on short notice.   
I am willing to substitute for class periods, a full day, or for long term.

Please let me know when it would be convenient to come to your school for an interview and if you’d like me to deliver a model lesson.

Thank you for your time.

Ruth Young