

111 College Street
Iowa City, Iowa 52240
March 1, 200x

I.M. Boss, Ph.D.
Superintendent
Anyplace School District
90123 Main Street
Any City, Any State 12345

Dear Dr. Boss:

I am writing in response to the High School English position at Anyplace High School advertised for the 200x-200x school year. My Bachelor's Degree will be conferred from The University of Iowa in May with a major in English with a Secondary English Education Teaching Certificate, and an endorsement in Reading. Please consider me as an applicant for this position.

As you will note from the enclosed résumé, I am currently student teaching in a 9-12 secondary setting comprised of students from a diverse population. During this semester long experience, I have had the opportunity to be a part of a team setting, collaboratively planning and teaching English 9, English 10, and The American Experience, a seminar for upper classmen. My teaching experience beyond student teaching includes assignments in a combined middle and elementary school, a before/afterschool program, and a summer English Language Camp in Japan. Over the last two years, I have volunteered my teaching skills at a community-based neighborhood center where I teach poetry classes to adult ELL learners. This class provides these particular students a creative outlet to help them deal with their experience in a new language and culture. The project recently won a community award for "creativity and compassion in its efforts to promote diversity and elevate the human experience."

During my 16 week student teaching experience at Someplace High, I developed and taught a poetry unit. The unit examined both the creative and technical qualities of poetry. In an effort to help the students make the connection between the human spirit and creative expression, I invited local artists from multiple ethnic and creative backgrounds to workshop with the students on verse and voice. This exposure to multiple viewpoints and forms of expression resulted in positive student feedback about the unit, enhanced the school's connectivity with diverse community members, and provided new role models. Additionally, my cooperating teacher was encouraged by the positive gains in vocabulary and punctuation, and the improvement in recall and comprehension. The unit was so successful that it is now being implemented as a permanent component of the English 10 poetry unit.

I would welcome the opportunity to discuss this position in detail with you and I will be happy to arrange a time to interview with you at your convenience. As your website instructed, I have submitted the online employment application. My recommendations are on file at the Educational Placement Office and are being forwarded today. Thank you for your consideration.

Sincerely,

Will B. Goode
Enclosures