

BUSINESS LETTER FORMAT FOR COVER LETTERS

B L O C K S T Y L E

201 Green Street
Champaign, IL 61801

[one space]

March 1, 2011

[one or more spaces]

Dr. Jane Green
Director of Personnel
Aurora East School District 131
417 Fifth Street
Aurora, IL 60505

[one space]

Dear Dr. Green:

[one space]

As an elementary education student at the University of Illinois in Urbana-Champaign, I have experienced a very rigorous program to prepare me for the privilege of teaching and shaping young minds; I am very interested in joining your district and becoming a team player to pursue this endeavor. Added to my extensive certification program are middle school endorsements in Language Arts and Science. Because I am originally from the Aurora area, I am aware of the emphasis you place on excellence in your teaching programs. Additionally, my student teaching assignment is in a district with demographics very similar to yours.

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As I read your website, I noticed one of your priorities was to provide students with experiential learning that connects classroom learning with the real world. I am excited at the possibility of contributing to such an effort to guide and encourage students to learn in this kind of venue and to develop their creative and critical thinking skills. Through my experiences working in culturally diverse classrooms, I have also enjoyed the challenge of differentiating my instruction to meet every student's needs.

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If we can read, we are a rich culture indeed. Because I value literacy, I have developed a strong phonics and reading focus. As I implemented my plan through student teaching, I began to notice improvement in some of the students through various assessments that I conducted. The exciting result proved to be improved motivation and a desire to learn. I am excited to bring this program to my classroom and further develop it as I work with students.

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Enclosed is my resume for more information on my background and experiences. I have also completed your on-line application and would be happy to provide any additional information. I can be available most any time for an interview. I look forward to hearing from you.

[one space]

Sincerely,

[4 spaces]

Rose Royse
[one space]

Enclosure