

HEADING	6241 Lincoln Place Vermillion, South Dakota 57069 May 7 th , 2002
INSIDE ADDRESS	Dr. Mary Randall, Superintendent East Jackson School District 24103 Star Route Lincoln, Nebraska 37201
GREETING	Dear Dr. Randall:
BODY OF LETTER	<p><u>Opening Paragraph.</u> Give the reason(s) you are writing, the position for which you are applying, and the source (s) of your knowledge about the opening.</p> <p><u>Middle Paragraph.</u> Explain why you are interested in this position. Include a brief statement of why you are qualified and would be a good candidate to be considered. A statement about your academic experiences would be helpful for new graduates particularly.</p> <p>Reference your enclosed resume, completed application form and any other materials or attachments such as taped sample teaching lesson (s), portfolio, etc.</p> <p><u>Closing Paragraph.</u> In conclusion, indicate your interest in and availability for an interview. If the employer is not local, indicate specific times and dates you could be in that locale. Offer to make available additional information and close with a statement intended to evoke a response.</p>
CLOSE	Sincerely,
SIGNATURE	
TYPED NAME	Rob Thomas
ENCLOSURE	Enclose all attachments referred to in the letter.