

SAMPLE OF APPLICATION- BEGINNING TEACHER

February 9, 2002

Mrs. Jane Jetson, Principal
Little Prairie Elementary
123 Main Street
Butte, Montana 12345

Dear Mrs. Jetson:

Upon graduating from The University of South Dakota in May, I will be seeking an elementary position in kindergarten.

My education from The University of South Dakota has exposed me to the latest developments in the teaching profession. It has also given me the opportunity to participate in different classroom situations. I plan to continue my professional growth by pursuing a mater's degree in education.

Enclosed, you will find my resume. A complete credential file is available upon request and verified through The University of South Dakota Student Services Office, 605-677-5611.

If I am selected for an interview with the Little Prairie Elementary school, I may be contacted at my home address or by telephone. Please send me informational literature and application procedures on your school district. Thank You.

Sincerely,

Betty A. Teacher
123 College Street
Vermillion, SD 57069

Enclosure