

SAMPLE LETTER OF APPLICATION—BEGINNING TEACHER

2300 South Street
Vermillion, South Dakota 57069

April 15, 2002

Dr. Martin Peterson
Director of Personnel
Columbus Public Schools
1010 Oak Street
Columbus, Nebraska 68463

Dear Dr. Peterson,

I wish to apply for the mathematics position at Columbus High School which was recently advertised in the Employment Opportunities Bulletin from The University of South Dakota. I am also interested in coaching track, volleyball, or tennis.

My recent student teaching experience at Vermillion High School has thoroughly confirmed my desire to teach mathematics at the high school level. My teaching responsibilities included three sections of algebra, one section of general mathematics, and one section of precalculus. While student teaching, I also assisted with the boys track program.

The enclosed resume will provide you with additional information concerning my educational preparation and qualifications. I have requested The University of South Dakota School of Education Student Services Office to forward a set of my credentials for your review.

I would welcome the opportunity to discuss the position in detail with you. Please advise me of any additional procedures that I should follow. I can be reached at the above address, or by telephoning 605-555-5555. I look forward to hearing from you.

Sincerely,

Dave Matthew

Enclosure