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Jackie Fenner

Elementary School Teacher

To: John Smith

Roanoke Elementary School

Dear Mr. Smith,

I hope this letter finds you well. My name is Jane Doe, and I am writing to express my interest in the 4th-grade teaching position at Roanoke Elementary School. With a passion for education and 8 years of experience teaching elementary students, I am eager to contribute my skills and enthusiasm to your esteemed institution.

Throughout my career, I have developed a strong foundation in differentiated instruction techniques, ensuring student engagement and academic success. My approach emphasizes inquiry-based learning and cooperative group activities, which have consistently yielded positive outcomes in student performance and classroom dynamics.

At Riverdale Elementary School, I had the opportunity to lead a school-wide literacy initiative that resulted in a 20% improvement in reading comprehension scores across all grade levels. This experience honed my ability to collaborate effectively with colleagues and adapt curriculum to meet diverse student needs.

I am particularly drawn to Roanoke Elementary School's reputation for its strong community involvement and innovative STEM programs. I am excited about the prospect of contributing to your team and helping students achieve their full potential through hands-on learning experiences.

Thank you for considering my application. I would welcome the opportunity to discuss how my qualifications align with the needs of your school.

Please find my resume attached for your review. I am available for an interview at your earliest convenience.

Sincerely,

Jackie Fenner