

Dear Dr. Jenkins,

I am excited to apply for the High School Science Teacher opening at Boston Public Schools. I will be relocating from Columbus to Boston this summer and am passionate about bringing hands-on science education to urban classrooms.

For the past seven years, I have taught biology and chemistry at Central High School, where I developed innovative lesson plans and led after-school STEM clubs. My students’ pass rates on state exams improved by 18%, and I received the Excellence in Teaching award twice.

My move to Boston is planned for July, and I have already secured accommodation near the city center. I am prepared to begin teaching in the fall and am available for interviews at your convenience.

Joining Boston Public Schools would be an honor, and I look forward to the opportunity to contribute to your students’ success.

Warm regards,

Sarah Collins

To
Dr. Robert Jenkins
Boston Public Schools

From
Sarah Collins
Science Teacher