



From

Jennifer Collins

Elementary Teacher

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✉️ jennifer.collins@email.com

To

Mr. Robert Anderson

Lincoln Elementary School

Dear Mr. Anderson,

I am writing to express my interest in the 4th Grade Teacher position at Lincoln Elementary School, as advertised on your school district's website. With over five years of classroom experience and a passion for fostering a supportive and engaging learning environment, I am confident in my ability to contribute positively to your school community.

During my tenure at Jefferson Elementary in Springfield, I developed and implemented lesson plans aligned with state standards, integrated technology to enhance student learning, and maintained open communication with parents to support student progress. I am particularly proud of initiating a reading buddy program that increased student reading levels by 20% over one academic year.

My educational background includes a Bachelor of Science in Elementary Education from the University of Illinois, along with Illinois state certification for K-6 teaching. I am committed to creating inclusive classrooms that celebrate diversity and encourage all students to reach their full potential.

I am enthusiastic about the opportunity to bring my skills and dedication to Lincoln Elementary School and contribute to your team's mission of academic excellence and student development. I look forward to the possibility of discussing how my experience aligns with your school's goals.

Thank you for considering my application. Please feel free to contact me at (217) 555-7890 or via email at jennifer.collins@email.com to schedule an interview.

Sincerely,

Jennifer Collins