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August 5, 2003

Ms. Lisa Peterson
Central School District
1234 Washington Ave.
Anytown, WA 12345

RE: Teaching Positions Open
Positing #03-162

Dear Ms. Peterson:

I would welcome the opportunity to work with the team of education professionals at Central School District. I have been involved in the instruction of children for the last 8 years in a variety of informal roles, and have recently completed my Masters in Education. I believe that my skills would fit well with Central's mission of ensuring a safe learning environment and opportunities for success for individual learners.

As a student teacher, I worked with a classroom of fourth graders. This experience, as well as my background in human development has made me aware of the wide-ranging developmental levels of all students. I have diligently sharpened my lesson planning skills so that the objectives are the focus of any lesson, and they reflect state standards using creative and interesting activities. I have also helped prepare students (mentally and academically) for the Washington State Assessment of Student Learning.

As a former elementary school secretary, I have had broad experience in the administration of various programs that directly impact the health, safety and development of children, including administering medication, monitoring attendance, managing student records, providing first aid and participating in the management of the Associated Student Body. In both my professional education positions and my volunteer activities, I have always promoted an environment that is supportive and recognizes the diverse learning styles of all students.

My broad experience in education, both informal and formal has built a strong foundation of knowledge that can be put to immediate use by Central School District. My application is complete and on file. I have included a résumé for your review. I look forward to discussing my qualifications with you in the near future.

Sincerely,

Betsy Weigle