

Betsy Weigle

*500 Main Street
Anytown, WA 12345
909-123-45567
e-mail@e-mail.com*

September 17, 2004

Ms. Valerie Hoppman
Trail Elementary School
1234 Jefferson Ave.
Anytown, WA 12345

RE: 2nd Grade Teaching Position
Posting #03-213

Dear Ms. Hoppman:

I would welcome the opportunity to work with the team of professional educators at Trail Elementary School. I have been involved in the instruction of children for the last eight years in a variety of roles and I believe that my skills would fit well with your school's mission of creating a caring learning environment for all students. All children can be successful and with dedicated teachers, they can become responsible citizens and lifelong learners.

I started the 2003 year off as an Intermediate Team Teacher working with students in third, fourth and fifth grade. This, along with my student teaching experience in the fourth grade, has made me aware of the specific skills second grade students need in order to be successful in higher grades. I also found out how difficult it can be to coordinate the schedules of seven busy teachers!

As a student teacher, I worked with a classroom of fourth graders. This experience, along with 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 and assessments are the key to 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.

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 at Indian Trail. My application is 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