

Jane Doe
123 Main Street
Richmond, VA 23284

May 5, 2016

Mr. John Smith
Human Resources Recruiter
Richmond City Public Schools
Department of Human Resources
Richmond City Hall
301 North Ninth Street, 15th Floor
Richmond, VA 23219-1927

Dear Mr. Smith,

I am very excited to apply for an elementary school teaching position with the Richmond City Public School system. As a May 2016 graduate of Virginia Commonwealth University's Master of Teaching program I feel confident I have the knowledge, skills and experience to provide Richmond public school students the quality educational experience they deserve. I am looking forward to applying my expertise in using technology in the classroom to prepare RPS student to be competitive both academically and professionally.

Richmond Public Schools offer its students many outstanding academic opportunities. As the only school system in central Virginia to offer an International Baccalaureate program for elementary students, Richmond schools offer a unique and exciting inquiry-based educational experience for its students. Richmond school's college prep and arts integration program is also the first of its kind for the region helping the Richmond Public School system to stand out among central Virginia's school districts. These and many other programs make Richmond Public Schools an exciting environment in which to work.

Through my practicum, student teaching and volunteer experiences I discovered I have a strong desire to work with Richmond Public School students. During my student teaching internship at John B. Cary Elementary school, I had the opportunity to work with some amazing students to help them uncover their unique strengths, perseverance, and potential which has inspired me to want to continue this important and rewarding work. With careful planning I designed interactive lessons that allowed students the opportunity to work together and learn from each other while understanding the value of their individual contributions to the group. By tailoring the lessons to encourage the students to want to learn and helping them identify their own strengths as independent learners, I saw impressive improvements in their grades and behaviors.

Thank you so much for taking the time to consider my application for an elementary teaching position with Richmond Public Schools. Again, I am very excited about the possibility of working with the RPS faculty, staff, administration and students. Please feel free to contact me at your convenience at (123) 456-7890 with any questions or to further discuss my qualifications.

Sincerely,

Jane Doe