

Your name  
Street Address  
City, State, Zip Code  
Phone Number  
E-Mail Address

Date

Employer Name  
Title  
Organization/Law Firm Name  
Street Address  
City, State, Zip Code

Dear Mr. Barnes:

Candace Hale-Lightner informed me that there is an opening for an English teacher at El Dorado High School. I observed Ms. Hale-Lightner and visited your campus prior to starting my teaching credential program with Chapman University and was impressed with the standard of educational quality I observed at your school. I also verified the opening through Ed-join.org and have attached the documentation requested: my resume, teaching credential, and three letters of reference.

I have my B.A. in Art History from The Ohio State University, my teaching credential from Chapman University, and my M.A. in English from National University. I have been teaching for seven years at Oakridge High School, but I am ready for a change and feel that El Dorado High School would be a better fit for me. I have experience in teaching and writing curriculum at all of the high school levels. I carefully craft all lessons and assessments to foster problem solving and critical thinking. I frequently use collaborative learning in my classroom, as I believe that teaching students to work with others is invaluable. Technology is also a key component in my classroom both as a tool in lecture and instruction, but also as a tool for students to demonstrate learning.

I look forward to the opportunity to meet with you and discuss my passion for teaching with you in person. I welcome the opportunity to be a part of the team at EDHS. I will call to verify the receipt of my application, but should you have any questions or concerns, please feel free to contact me at 530-622-3634 or kmcmurtry@eduhsd.net.

Sincerely,