

[Your Name]
[Street Address]
[City, ST ZIP Code]
[email]

[Date]November 19, 2013

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

I am contacting you in regards to the (job title) at (school name), advertised in (enter location of job posting). **If you would like to see me in action and read an evaluation of my work, please “click” the following link (enter secure file link at Dartish).** I hope you enjoy my lesson.

I have a (enter degree) in (enter Major). Also, of note is my most recent position as (job title/student teaching) for (school district). In this role, I was responsible for (enter core job responsibility). With my skill set and proven track record I can be a valuable addition to (name of school district). I can be reached for an interview at your convenience.

Thank you. I look forward to your call.

Sincerely,

[Your Name]