

First Year Teacher Cover Letter Sample 2

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John Dew

Principal

Richmond Valley High School

547 Rooster Avenue, Richmond, Virginia 33665

Dear Mr. Dew,

As a native of Richmond, Virginia, I have always held Richmond Valley High School in great esteem. As I am currently getting ready to graduate with a Bachelor of Art in secondary education with a specialization in biology from Richmond State University, I was happy to find an opening for a biology teacher. I would like to apply for this position. My attached resume details my experiences in student teaching and leading summer tutor classes for area students. These hands-on experiences will make me a qualified educator capable of contributing to your schools' overall motto of "leading by example."

As a senior level student teacher, I have spent the year primarily designing and implementing classroom lesson plans with very little supervision. I am responsible for maintaining student attendance records, keeping track of their grades, and leading discussions with their parents for any disciplinary measures. My lecture topics include both basic biology and advanced molecular biology topics.

While in my current position, the achievement I am most proud of is my time spent planning and developing the senior class field trip. During this trip, the senior advanced level biology class was able to greatly enhance their knowledge of botany and animal behavior. I received praise for my innovative and creative teaching abilities from both my supervising teacher and the school's principal.

While performing student teacher duties, I have cultivated a variety of classroom skills, including behavior management, lesson planning, and curriculum development. As a biology teacher, my particular strengths include ecology, molecular biology, animal behavior, and genetics. I also greatly value my organizational skills. These skills are particularly important when I am trying to lead high school students in their first dissection attempts.

While I am well aware that Richmond Valley High School has a reputation for hiring only the most qualified teachers, I feel that my current scientific and educational experiences will definitely make me a qualified educator suited for your school. I look forward to discussing my

abilities and skills with you in an interview. The best way to reach me is by phone after 6 p.m. or via email.

Sincerely,
Emily Dunn