

Employment Inquiry Letter 1

5104 Crawford, N.W.
Washington, DC 20008
February 25, 20XX

Ms. Joan Meyer
Principal
Washington Cathedral Elementary School
3500 Crowley Road, NW
Washington, DC 20016

Dear Ms. Meyer:

Writing and biology became my academic loves in high school, and they remain my strongest academic interests today. Now, as a Harvard graduate, I seek the chance to teach writing and biology.

I enjoy young people. I feel comfortable with the subjects I hope to teach. I work with energy and enthusiasm, patience and persistence. Through my work with college students and young children, I have learned how to listen, how to encourage learning, and how to respect a person's efforts. Through my teaching, I have learned the value of feedback, the constructive uses of discipline, and the need for guidelines and limits.

I know that the Washington Cathedral School places great value on both the academic growth of students and their personal development. I share that commitment. I want to participate actively in your school community as a teacher and as an adviser for extracurricular activities such as journalism, wildflower identification, and quilting.

I will provide additional references, an official transcript, or other information upon request. I would like to visit your school and have the opportunity to meet you. I look forward to hearing from you and hope that I can join your school community this fall.

Sincerely,

Rona Shore

Enc: Resume and Course List

Comments: The first sentence attracts attention and draws the reader into the letter, which communicates the enthusiasm and diversity of interests that headmasters look for. Because Rona realizes that this letter will be evaluated as a sample of her writing ability, she makes a special effort to make it interesting.