



Sarah Sample

1234 Elm Street · Dickinson, ND 58601

Home: 701-483-9999 · Cell: 701-260-9999 · Email: Sarah.Sample@gmail.com

May 10, 2013

Dr. Fred Flintstone
459 School Street
Dickinson, ND 58601

Dear Dr. Flintstone,

Thank you very much for the opportunity to interview for the teaching position at Lincoln Elementary School. I enjoyed talking to you and learning more about your school district. I was particularly interested in your focus on active citizenship and the challenge of developing co-operation and respect in the classroom.

I would like to help your district achieve this vision by contributing my skills and experience to creating an active community of learners who are well prepared for living and learning in today's world. My experience with young learners at Jefferson Elementary School and the time I spent tutoring in the School Success program have helped me to develop strong classroom management skills and an appreciation of diversity that will be of particular value in this teaching position.

As discussed I have a special interest in the use of technology in the classroom and have taken a number of courses to facilitate this. I would also like to restate my interest in becoming involved in extra-curricular programs.

Thank you again for taking the time to interview me today. After our meeting I am even more enthusiastic about this potential opportunity. Please contact me if you have any additional questions. I look forward to speaking with you again soon.

Sincerely,

Sarah Sample