

## Introduction Letter Sample for Teaching Job

### Will Smith

33 New Street West, New Jersey, NJ 65214  
(002) 999-8888, anna.johnson @ email.com

May 16, 2016

Dr. Barbara Schmidt  
Senior recruiter  
BBB Elementary School  
55 North Avenue  
New Jersey, NJ 12345

Dear Dr. Schmidt:

I am writing to express my strong interest in an Elementary School Teacher position at BBB Elementary School. My Bachelor's degree in Education and 6-plus-year teaching experience coupled with my enthusiasm and dedication makes me a perfect candidate for this position. For me, teaching is more than a profession – it's my passion.

After completion of my degree, I obtained the Oregon State's Teacher's Licensing Program and joined ABC Elementary School. I actualize that teaching is not just imparting education – it is mentorship of young minds. It feel delighted when I am surrounded by kids who are willing to embrace all the ways of life I taught.

Through my experiences, I developed expertise in lesson planning, classroom control, assessment and evaluation of students. My disciplinary nature will be an asset as your institute is based on principles of discipline, commitment and persistence.

It would be a great pleasure to discuss this position with you in more detail. I will call you next week to follow-up and to see if an interview can be arranged. Thank you for your time and consideration.

Sincerely,

(Signature)  
Anna Johnson