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Education Position Follow-Up Cover Letter

Ebo L. Education
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October 10, 20XX

Dr. Michelle Rhodes
Principal, Wolftrap Elementary School
1212 School Avenue
St. Cloud, MN 56301

Dear Dr. Rhodes:

I enjoyed our conversation on October 18th at the Family and Child Development seminar on teaching elementary children and appreciated your personal input about balancing the needs of children and the community during difficult economic times. This letter is to follow-up about the fourth grade teaching position as discussed at the seminar.

My teacher preparation program at St. Cloud State University has included a full academic year of student teaching. Last semester I taught second grade and this semester I am teaching fourth grade. These valuable experiences have afforded me the opportunity to:

- Develop lesson plans on a wide range of topics and varying levels of academic ability
- Work with emotionally and physically challenged students in a total inclusion program
- Observe and participate in effective classroom management approaches
- Assist with parent-teacher conferences
- Complete in-service sessions on diversity, math and reading skills, and community relations

I enthusiastically look forward to putting my knowledge and experience into practice in the public school system. Next week I plan to call you so I can answer any questions you may have about my qualifications. Thank you very much for your time and consideration.

Sincerely,

Ebo L. Education