

442 Read Hall
Bloomington, IN 47405
April 1, 2000

Dr. Ed U. Cation
Superintendent of Schools
County School Corporation
2549 Oak Street
Pleasant Valley, IN 47123

Dear Dr. Cation:

I am inquiring into the availability of an elementary teaching position in your corporation. As a new teacher, I am excited about the opportunity to begin my career in a school system such as yours. I particularly appreciate what the system is doing with curriculum revision and "Teachers Teaching Teachers." The type of challenge and support provided by these programs creates a very positive school environment. For these reasons, I would like to be considered for any elementary openings in County School Corporation.

I recently graduated with a Bachelor's of Science in elementary education from Indiana University. I also have a reading specialist certificate and have successfully completed my state examinations. I would like to be able to organize my classroom much like the high-energy environment I created in my student teaching experience with Ms. Ima Planner in the third grade at School Days Elementary School. The satisfaction I received from facilitating the growth and development of these young people reaffirmed my desire to be a classroom teacher. A most valuable part of this experience was the opportunity to be involved in the Teacher Expectation Student Achievement (TESA) training that took place at School Days during my time there.

To obtain a copy of my credentials, you may write or call the Education Placement Office, W. W. Wright Education Building 1000, 201 N. Rose Avenue, Bloomington, IN 47405-1006, (812) 856-8506, and ask for file number 76543. I have also enclosed my resume which contains other pertinent information.

In closing, I would like to request an application and any other materials necessary for the application process. Thank you for your time and consideration.

Sincerely,

Eileen Wright

Enclosure