

James Sharpe

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(610) 589-6542

Header should remain the consistent with all documents that you send the company

June 14, 2005

Insert 4-8 spaces from date to sending address depending on spacing you need for your letter. Four usually looks good.

Mr. Brian T. Smith
Superintendent
Slippery Rock Area School District
600 Keister Road
Slippery Rock, PA 16057

Insert the name of the person you are sending the letter to, their title, the company name and address.

Have one empty space between sending address and "Dear..." and one empty space after "Dear..." to your body introduction.

Remember: After "Dear..." only use a comma if you know the person personally, use a colon if you do not.

Dear Mr. Smith:

Your advertisement posted in the College of Education Building at Slippery Rock University caught my attention and I would like to inquire about employment opportunities in the Slippery Rock Area School District. I am seeking a career in Elementary Special Education and am willing to relocate to your area.

This May, I will receive my certification in Elementary Education and Special Education. My interest in Special Education began after I was hired to work with children with special needs at Glenwood Elementary School, where I have continued to work for the last six years. Your Special Education Programming is well recognized throughout the district and is precisely the kind of professional experiences I am seeking.

Enclosed is my resume for your consideration. Professors, students and past supervisors have given excellent feedback on my ability to work with special needs children and the development and application of inclusion programs.

I would appreciate the opportunity to meet with you to discuss my qualifications and experiences as they relate to this position. You can contact me by email (esm9808@sru.edu) or at my home phone number (610) 589-6542. Please leave a message if I am not available and I will return your call as soon as possible. Thank you very much for considering my request.

Sincerely,

Use "Sincerely" if you do not know the person personally. Have four spaces between "Sincerely" and your typed name, so you have room to sign your name.

James Sharpe

Enclosure

Type enclosure if you are sending more than a cover letter (ex: resume included)