

Sample Cover Letter

233 Hopeful Lane
Appleby, Ontario S1K 6M7
716-123-4567

May 10, 2008

Ms. Irene Leader
Principal
Abercrombie Secondary School
123 Ablestaff Road
Petermore, Ontario B4R 9N3

Dear Ms Leader:

Please accept this application package for the **Chemistry** teaching position currently available at Abercrombie Secondary School. I am impressed with the direction that your Science department is pursuing and am excited about the possibility of joining your team in this endeavour.

In my previous position as a Chemistry teacher in Ontario, California, I led a writing team in the development of a Chemistry curriculum incorporating differentiated instruction. This was a valuable leadership opportunity, but more importantly, it provided me with an opportunity to test my theories about creative instructional strategies in science labs. The resulting publication was very well received and has been immensely successful in our school district. I am intrigued by the possibility that I can contribute my experience to the new direction that your science department is developing.

I am confident that my experience and enthusiasm, together with my creative approach to teaching Chemistry will compliment your efforts to create a program that will engage students and improve achievement. I welcome the opportunity to discuss this possibility with you at your convenience. Please feel free to contact me at 716-123-4567.

Sincerely,

Brian McAfee