**Jane Doe**

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May 16, 2025

Amherst Public Schools

123 Main Street

Amherst, MA

Re: First-Grade Teacher

Dear Mr. Smith,

It is with great enthusiasm that I express my interest in working for the Amherst School System. While earning my Bachelor of Education at the University of Massachusetts, I gained extensive student teaching experience with first-grade students. I believe my commitment to teaching in a suburban setting and my passion for helping children with special needs make me uniquely qualified for this position. I am licensed to teach in Massachusetts, and I have endorsements in bilingual education and mathematics.

In my student teaching internship, I helped increase student engagement by 25% through the implementation of interactive lesson plans and the use of technology in the classroom. Additionally, I developed and executed a reading program that improved students' reading comprehension scores by an average of 15% over three months. These experiences have honed my ability to adapt lessons to meet the diverse needs of students and to foster a positive and inclusive classroom atmosphere.

Throughout my academic career, I have developed strong organizational and communication skills. I have been actively involved in Junior Achievement as a volunteer providing financial literacy programs for students in K-6. My four-year tenure with Junior Achievement has helped me learn to engage with students of diverse backgrounds and learning styles. An opportunity I will cherish for years to come.

The possibility of securing a position in the Amherst School System fills me with great enthusiasm. With rich experience in classroom management, collaboration, and differentiated instruction, I am poised to bring a unique perspective to the role and contribute to your team at the highest level.

If you have any additional questions, please do not hesitate to reach out. I look forward to hearing from you.

Warm regards,

Jane Doe