

Sarah Jensen

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123 Your Street

Los Angeles, CA 12345

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4 September 2020

Hiring Manager Name

Hiring Manager, Chicago School District #2

123 Address St

Anytown, ST 12345

Dear [School Administrator],

My name is Sarah Jensen, and I am interested in teaching special education as a team member for the SELF program at Rockthorne Elementary. As a current third grade teacher, I am passionate about educating elementary school students, and I hold a B.A. in elementary education. I currently teach at Jimmy J. McDonald Elementary School, but I performed my demonstration teaching at Rockthorne Elementary during the 2014-2015 school year. No teaching positions were available at that time, so I'm excited to see that you currently have an opening in the SELF program.

I'm certified to teach special education in Illinois, and I have 4 years of experience creating and implementing IEP and 504 plan goals. I enjoy working with children of all abilities, and I believe every child can make significant educational progress with the right support. When I create lesson plans, I combine strategies geared toward multiple learning types so that every student can grasp essential concepts.

I would love to become part of the Rockthorne team and am available to discuss this opportunity at your earliest convenience. Please review my attached resume and let me know if you have any questions. You can reach me via email at SarahJensen@youremailaddress.com or call me at (123) 456-7890. Thank you for your consideration.

Sincerely,

[Sarah Jensen](#)