

56 Example Lane  
Boston, MA 52140

January 8, 2016

Ms. Sara Chris  
Personnel Manager  
St Andrews School  
547 New Street  
Chestnut Hill, MA 84712

Dear Ms. Chris:

I learned about your need for a Mathematics Teacher with great interest because my qualifications, education and skills closely align with your job description. My hands-on experience in teaching profession coupled with Master's degree in Mathematics and secondary teaching certificate will help me contribute effectively to the mission of St Andrews School.

My progressively responsible teaching experience has allowed me get expertise in imparting the lessons to high school students. As co-advisor of the Computer Club throughout my practicum, I gained secretarial and managerial skills that improved my viewpoint and my dedication to the extra-curricular part of the secondary school setting. As a shining student of Boston College, I have done extremely well academically and worked unpaid as an assistant at the computer center, where I polished my interpersonal and communication skills.

I am particularly interested in working for the St Andrews School due to its commitment to provide excellent education, as evidenced by the favorable student and faculty ratio and high-tech classroom environment.

I would be grateful for a chance to speak with you regarding this position to discuss the results I could bring as a Teacher. I will contact you next week to follow-up and can be reached at (000) 747-4543 in the interim.

Thank you for your time and consideration.

Sincerely,

**Anna Doe**

Anna Doe

Enc. Resume