|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | | Sally WalkerHiring Manager | Houston ISD | 1213 Houston Dr. | Houston, Tx 12345 | | 8/2/2016  Dear Sally Walker,  I am interested in applying for an elementary-level teaching position in your school district. As a 2013 graduate of Cal State Fullerton College, I have student teaching experience on the third- fourth-, and sixth-grade level, in both suburban and urban school districts  I have experience teaching elementary-level students in a variety of settings. I am currently teaching third-grade children at an inner-city charter school.  It is my goal to combine my range of experience with my ability to be a compassionate, enthusiastic, intelligent teacher who will make a positive contribution to your school district and larger community. I would welcome an interview and hope to hear from you at your earliest convenience.  Sincerely,  Tony Johnson | | |  | | --- | | Contact1234Fortworth, Tx 12345Tony.johnson@gmail.com123/456/7890 | |