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| Sally WalkerHiring Manager | Houston ISD | 1213 Houston Dr. | Houston, Tx 12345 |
| 8/2/2016Dear 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 districtsI 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 |

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| Contact1234Fortworth, Tx 12345Tony.johnson@gmail.com123/456/7890 |

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