

210 Grand Avenue  
Apt. C  
Defiance, Ohio 43512

July 28, 2009

Ms. Barbara Byrd-Bennett  
Superintendent  
Cleveland Municipal Schools  
1380 E 6th Street  
Cleveland, Ohio 44114

Dear Ms. Byrd-Bennett:

I am interested in being considered for any elementary teaching vacancies which may develop in the Cleveland Municipal School for this upcoming school year. I will graduate from Defiance College in May with a Bachelor of Science degree in Education. I have lived in the Cleveland area for most of my life and am very interested in returning to begin my teaching career. Since I am from the Cleveland area, I am aware of the fine reputation of Cleveland Municipal Schools.

As you will note in the enclosed resume, I had an excellent student internship experience and have taught Sunday School the past three years. The combination of my educational background, teaching skills, and sincere interest in a teaching career in the Cleveland area will enable me to make a positive contribution to Cleveland Municipal Schools.

I would be pleased to complete an application or any other appropriate materials so I can become an active candidate. I will contact your office in a couple of weeks to ensure that you have received my resume and to check on any necessary application procedures.

Thank you for your consideration.

Yours truly,

Mindy A. Lewis  
Enclosure