

Rachel Salzman
425 Monterey Lane
Port Clinton, Ohio 43452

August 5, 2009

Dr. Kevin Miller
Superintendent
105 Smith Street
Hicksville, Ohio 43526

Dear Dr. Miller:

I am writing to inquire if you anticipate any Early Childhood vacancies in the fall. As an honor student, I will receive my Bachelor of Science in Early Childhood Education and my teaching certificate this June.

I understand that you are a growing district with strong interests in open classroom and team teaching learning environments. My student teaching assignment provided me with team teaching opportunities in both primary and upper grades. As an actively involved team member, I participated with three other teachers to target students' needs in math and English. We developed small group and individualized instruction centers to reach objectives. In addition, my strong computer knowledge was useful in assisting students on an individual basis in the computer lab.

As you can see from my resume, teaching has been a part of my life since 1995, when I was employed as an instructional aide. I look forward to sharing my enthusiasm, specialized training, and professional experience with the Hicksville Local School District.

If there are any positions which I might be considered, please send application materials and information. I would also like to have the opportunity to talk with you and can be reached at 419-555-1234. Thank you for your time and consideration.

Sincerely,

Rachel Salzman
Enclosure