

# Jasmine Brown

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456 My Street, San Diego, CA 76543

**Mr. Matthew Johnson**

**Edison Elementary**

**123 Your Street,**

**Houston, TX 12345**

**(123) 456-7890**

**example@youremail.com**

[month, day, year]

Dear Mr. Johnson:

I'm interested in applying for the lead elementary teacher position with Edison High School that I found on LinkedIn. As an educator with over 10 years of teaching experience, I've served in a variety of leadership roles and spearheaded initiatives to enhance the quality of secondary education. I believe I can achieve similar results for your students, teachers, and organization.

Edison Elementary's reputation for diversity, equity, and inclusion (DEI) is what draws me to apply for this opportunity. As the fifth grade lead elementary teacher, I worked proactively to build safe and inclusive learning environments for students of all backgrounds. I'm confident I can have a positive impact on your school community based on my career achievements:

- Deliver engaging lessons to classes of up to 25 fifth grade students using a variety of teaching methodologies, including holistic learning and cooperative learning techniques
- Served as Grade Level Chair for four consecutive years, managed and developed a team of eight teachers, and provided coaching and mentorship to facilitate professional growth
- Conducted curriculum mapping, evaluated student performance data, and collaborated with faculty to ensure alignment with Common Core State Standards

I hope to speak with you further to provide more insights into how my experience as a lead elementary teacher can benefit your organization. You may contact me via phone or email at your convenience. I appreciate your time and consideration.

Sincerely,

Jasmine Brown