Sample Networking Letter

Be sure to...

- ✓ Make a connection between you and the reader
- ✓ State your purpose without pressuring the reader
- ✓ Briefly explain your situation
- Request a meeting for a mutually convenient time
- ✓ Indicate your intent to contact the reader

NELSON BEE

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July 26, 2009

Mr. Adam Administrator Principal W.G. Rice Elementary School Teachertown, CO 54321

Dear Mr. Administrator:

At what moment did you realize your career aspirations? I was very young when an elementary teacher sparked my interest in this field – teaching my teddy bears how to read and do math calculations are some of my favorite memories. Mrs. Edna Educator, my cooperating teacher during student teaching and an inspirational teacher from my high school internship, suggested that I apply for a position at W.G. Rice Elementary School. I am seeking a job as an early elementary school teacher and I would love to demonstrate my qualifications for this position.

Throughout high school and college many practices have established my abilities as a teacher. Having worked with children in a daycare setting as well as volunteering as a tutor, I felt confident planning lessons and activities during my student teaching semester. From college coursework and classroom experiences I have learned how to research various practices and strategies to implement effective lessons. For example, my understanding of differentiating instruction, using guided reading groups and other small groups in addition to assessing prior knowledge and comprehension through a KWL chart have proven to be successful during student teaching.

As a caring, motivated and dedicated person, I have a strong desire to succeed in the teaching profession. I work efficiently on my own and also enjoy collaborating with others to learn new things. Please contact me to further discuss teaching opportunities at W.G. Rice Elementary and how my education and experience can contribute to the success of your students. I am available for a personal interview at your convenience. Thank you for your time and consideration of my resume and application.

Sincerely,

Nelson Bee

Nelson Bee

Enclosures: Resume, References, PA Standard Application