

216 South Boundary, Apt. C
Perrysburg, OH 434400
January 10, 2003

Mr. Michael Adams, Superintendent
Monroe Public Schools
2555 South State Street
Monroe, MI 48104

Dear Mr. Adams:

Having completed my student teaching experience with ninth through twelve grade students at Sylvania Southview High School, I look forward to teaching mathematics at Monroe Public Schools. According to the *Monroe Daily*, your district has an excellent record of providing innovative educational programs to students. During the past three summers, I worked in Michigan and became familiar with the community of Monroe. As highlighted in the enclosed resume, my academic achievements, related teaching, volunteer tutoring, and work experience demonstrate that I possess the qualifications to begin a rewarding teaching career.

Teaching mathematics, both as a classroom teacher and tutor, has given me the opportunity to communicate with students, faculty, parents, and administrators. I implemented a variety of teaching strategies including experiential games and small group learning centers which helped students learn from one another and addressed students' diverse learning styles. A personal goal of mine is to teach mathematics by creating a non-threatening, enjoyable environment where optimal learning can take place for students.

Being an involved student and leader in various campus activities, as well as working part-time throughout college, required perseverance and good time management skills. I am a dedicated, hardworking, and caring person. I am confident that my college experiences have prepared me well to succeed.

I am interested in meeting with you to discuss my qualifications for the mathematics teaching position at Monroe Public Schools. I will contact you within two weeks to arrange an interview at your earliest convenience. Thank you for reviewing my application and considering me for your teaching staff.

Sincerely,

Michelle Green