**Sample Professional application letter**

12- C Apartment Buildings Dr.  
Red burg, GH 45698  
(565) 555-5555  
xyz@at.edu

April 22, 2009

Dr. Robert Jr. Brown  
Principal, Kings Elementary School  
4569 State Road  
Venice, VA 45698

Dear Dr. Brown:

I am writing this letter to thank you for the lovely conversation we had on the 2nd of April about the Childhood Development Stages. The seminar did clearly state the points that need to be looked into both from the parents as well as the teacher’s ends.

I remember you had enquired about an applicant for the fourth grade. I have completed my B.Ed and I am looking forward to being employed for this job. I am available for the whole of the academic year as per your requirements. I have enough experience to prove myself to you and leave no room for disappointment.

I am well acquainted with the material that is used to educate the kids. I am looking forward to use my experience in coming up with the best methods of teaching. I am hoping to hear from you. Thank you for your consideration.

Sincerely,  
(handwritten signature)  
Katherine Jones