Ms. Fiona Fawcett

500 South Orange Avenue  
Orlando, Florida 32801

June 19, 2010

Ms. Sharon Roosevelt

Human Resources Officer

Florida School

Dear Ms. Roosevelt,

I am writing in response to your newspaper advertisement looking for a science teacher.  I believe I am highly qualified for the position and I have attached my resume for your review.

I am a graduate of a baccalaureate degree in Education from an esteemed institution.  After graduation, I worked as a science teacher at a local college where I was employed for three years.  I recently graduated from a Master’s degree in Education specializing in science teaching.  I have good communication and interpersonal skills.  The trainings I have taken have made me an effective teacher.  In fact, I was recognized by my previous employer as one of the best teachers during its annual recognition of employees.

I wish to discuss my credentials further through an interview at your convenient time.  Please contact me at (407) 236 0577.

Thank you.

Sincerely,

Fiona Fawcett