

# Your Name

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123 College Addy  
Champaign, Illinois 61820

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Hometown, Illinois 60101  
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November, xx 20XX

Dear School Administrator,

I am writing to apply for a student teaching position in your district. I am absolutely thrilled to be reaching the end of my undergraduate program and look forward to putting all of my knowledge and skills into this culminating experience. I take my future career very seriously and I am anxious to make a positive contribution to your district.

My last field placement was at Local Elementary in Champaign. I worked hard to build positive, productive relationships with every student - and worked with specific intent to get to know those who seemed to have walls built up around them. By the end of the semester, I felt very bonded to my cooperating teacher and students and had the honor of celebrating a dramatic increase in their reading scores. The district's new curriculum had something to do with this, but I like to think my teaching did, too! I gained so much confidence and feel very prepared for this next step.

I appreciate your time and consideration. I am looking forward to a life-long career in education and would be so happy to have it start with your district. Please feel free to call or email me at any time. Thank you.

Kindest regards,

YOUR NAME