

2100 Woodchuck Lane  
East Setauket, New York 11733  
March 5, 2007

Ms. Sherry J. Alessandro  
Assistant Superintendent for Human Resources and Administration  
Rocky Point Schools  
170 Route 25A  
Rocky Point, New York 11778

Dear Ms. Alessandro:

I am writing to inquire about any special education teaching openings that may be available for the fall 2007 school year. I know your district believes strongly in keeping close ties with the community. As a teacher in a preschool I have had extensive experience keeping parents involved and informed. A strong partnership between parents, faculty, students and administration is a successful way to accomplish effective teaching and learning for all students. I am confident my skills and experience will be an excellent match for your district.

For the past six years I have worked as a Teacher Assistant in a preschool, and recently was appointed Head Teacher. Throughout this experience I have worked extensively with children 6 weeks - 5 years of age, some of who had physical disabilities. I returned to school for Special Education certification in order to be able to work more closely with students with disabilities and their parents. I have had extensive experience creating IEPs and designing behavior management programs. My success as a Special Education teacher is based on the collaborative partnerships I was able to establish with parents and other teachers.

I have enclosed my resume for your review. Please send me any application materials or other information you may have available on your school district. If I do not hear from you in three weeks I will call you to set up a possible interview. Thank you for taking the time to look over my resume as a candidate for a special education position.

Sincerely,

A handwritten signature in cursive script that reads "Jane Joy".

Jane Joy

Enc.