

## Education Letter of Inquiry - Experienced Teacher

8247 Washington Boulevard  
Lincoln, Nebraska 685xx  
March 28, 20xx

Mr. Thomas Olvera, Principal  
Rolling Way Elementary School  
Quality, Nebraska xxxxx

Dear Mr. Olvera:

On July 1, 20xx, I will be relocating to the Omaha area. Although I am not aware of any openings in your school system for the upcoming year, I would like to be considered for any potential openings that may occur in the elementary area. I am currently employed as a fifth grade teacher at Fiddle Elementary School in Lincoln.

I have taught at Fiddle for five years, two as a fourth grade teacher and three as a fifth grade teacher. I can truly say that I love teaching, and I think that my students would agree.

While I have taught all subjects during my career, I believe that my strengths are in science and math. I initiated and co-coordinated a yearly science fair at Fiddle for third, fourth, and fifth grade students. I also initiated an after school program, **Kids + Math**, for students who needed extra help with math skills. This program has grown to the point that we have been able to train fifth grade students to serve as peer tutors.

I find teaching to be both rewarding and exciting. I would like the opportunity to discuss with you my potential as a teacher in your district. Please feel free to contact me should any positions open in your school system for which I would be qualified. I have enclosed my resume with both my phone number and e-mail address.

Sincerely,

Martha C. Washington

Enclosure