

201 South 1460 East
Salt Lake City, Utah 84112
April 29, 2004

Terry Christensen
Director, Human Resources
Tooele School District
66 West Vine
Tooele, Utah 84074

Dear Mr. Christensen:

Thank you very much for taking the time to interview me yesterday as a teacher candidate for Tooele School District at the University of Utah. I enjoyed talking to you and learning more about the rapid growth of your district. I was especially interested to learn that your district offers many opportunities for professional development and support. Also, I was excited to learn about some of the challenges that your district faces. I would like to help your district to meet those challenges by contributing my skills, experience and my desire to help students to succeed.

I wanted to mention that besides my experiences with student teaching at Skyline High School, I also tutored several students this past year on Saturdays – in ESL, grammar, and writing. In addition, I have taken several courses on the use of technology in the classroom and have a basic understanding of Spanish. I feel that the combination of skills, experience and desire I possess make me an ideal candidate for Tooele School District and feel that I would be a great fit in one of your secondary schools.

Again, thanks for sharing your time with me. I look forward to speaking with you again soon.

Sincerely,

Ima Teacher

Ima Teacher

Tips:

Thank the interviewer for the interview on (date) at (location). Show interest in the position. Show enthusiasm for joining the organization (district or school). Point out that your background will enable you to transition into the new position with relative ease. Optional: include a statement that will strengthen your candidacy for the position – perhaps something you didn't get a chance to share at the interview or emphasize a skill that you learned was important to the interviewer. Optional: mention something you talked about during the interview that will help the interviewer to remember you in a positive light. Show interest in further contact with the employer.