

Sparky Smith

555-555-5555 | Email@yahoo.com | City, State

Hiring Manager
HR District Representative
XYZ School District

Dear Hiring Manager,

I am applying for the paid Internship position that is open at XYZ School District. I am currently a senior at Arizona State University, and after reviewing the district's strategic plan with the four pillars of engagement I knew I had to apply. I believe that this position gives me the best opportunity to prepare to be a teacher. I have a strong set of skills to bring to this position, including a background in customer service, childcare and creative writing.

Previously, I worked in customer service at a retail store and as a nanny for a family with two children. Both of these job experiences taught me valuable lessons. Working in retail taught me incredible patience and conflict resolution — a skill that is necessary when working with people in any environment, including fellow educators and parents. Working with a set of siblings taught me how to adapt quickly in order to create a strong bond. I engaged the children in educational lessons that combined their love of swimming with interactive reading and math activities to diminish their loss of learning over the summer months. I also used my background in creative writing, which I have won several awards and scholarships for and was published in a short story publication last summer. I created exciting stories that included vocabulary and mathematical riddles for the children to solve in order to move on to the next part of the story.

Thank you for taking the time to consider me for this position. This position seems to be something that I believe I can excel at and grow from the seasoned staff within the district. I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink that reads "Sparky". The signature is written in a cursive, slightly slanted style with a horizontal line underneath the name.

Sparky Smith