October 18, 2018

Ms. Kelsey Smith  
1776 Texas Drive  
Weatherford, TX 76086

Dear Ms. Smith:

I was excited to see your opening for an elementary teacher in your district. Weatherford ISD has earned a positive reputation for celebrating diversity, achieving academic excellence and using technology as a learning tool. It would be an honor to teach your students and serve a district that maintains high educational standards and provides students with opportunities for personal growth.  
  
My qualifications include two years of substitute teaching experience, 15 hours toward a Master of Education in Curriculum & Instruction and a conferred Master of Science in Human Resources Management. Upon employment I will receive my teaching certificate. I am skilled in using the Kagan cooperative learning structures to create an engaging, interactive classroom environment. I encourage you to view my class weebly page at <https://wendygroff.weebly.com/>.

I am eager to start my teaching career and would be delighted to interview for this opportunity. Please feel free to contact me at 817-937-1107 or email wendy.groffotto@gmail.com to set up a meeting. Thank you for your interest and consideration. I look forward to hearing from you soon.

Sincerely,  
  
  
  
Wendy Groff-Otto