To whom it may concern:

I am writing to express my interest in the position of 1st grade teacher at Carmel Elementary School. At present, I am finishing up my last semester at Ivy Tech Community College and transferring to the Education program at IUPUI in January. I have three years of experience as an instructional assistant in kindergarten as well as five years of experience at daycares. I believe I am right for this position because of my education and past experience. I am kind, enthusiastic and hard working. I am also very nurturing and loving towards my students. Thank you for taking the time to consider my application. I am available for contact and/or interview at any time. If you wish to contact me, you can do so at (317)752-3503 or katiekeegan87@gmail.com.

I look forward to hearing from you,

Katie Keegan