

*Sample Cover Letter – Elementary, District-wide*

Grant D. Wood  
4545 Gothic Road  
Anamosa, IA 52205

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Office of Human Resources  
Iowa City Community School District  
1725 North Dodge Street  
Iowa City, IA 52245

Dear Hiring Administrator:

I am very interested in an Elementary Art Teacher position in the Iowa City Community School District. I recently graduated from The University of Iowa with a Bachelor's Degree in Art with an Emphasis in Jewelry and Metalsmithing and am licensed in the state of Iowa to teach art at all grade levels. Having been an active member of the Iowa City community for the past four years, I am eager to strengthen the relationship between the city and its schools through the arts.

The spirit of collaboration is evident in all my work. For example, during my student teaching experience at Borlaug Elementary in Coralville, I met with a team of elementary teachers to create a two-week art unit on the book *Holes* by Louis Sachar. This project not only expanded the students' art skills through oil pastel technique, but also broadened their understanding of the book and its characters. Additionally, I have worked in partnership with The University of Iowa Museum of Art as well as United Action for Youth to create enrichment opportunities for my students. I am very proud of the art show I organized with United Action for Youth during my secondary methods practicum because it gave at-risk youth the opportunity to share their hard work, creativity, and talent with the Iowa City community.

In addition to the initiative I've taken with community involvement in the classroom, I have demonstrated proficiency in many different areas, including photography and technology. I am excited by the new technology being implemented in the Iowa City Community School District, and am eager to share my knowledge of AutoCAD, 3DsMax, and Photoshop with the students and faculty.

My artistic passion, community activism, and technical abilities will make me a valuable asset to the Iowa City Community School District. As indicated on your website, I have submitted an online application, résumé, and letters of recommendation. Please feel free to contact me by phone at 319-555-1871 or via e-mail at [grant-d-wood@uiowa.edu](mailto:grant-d-wood@uiowa.edu) if you wish to discuss my application further. Thank you for your time and consideration.

Sincerely,

Grant Wood