**Robert Smith**

**Literacy Coach**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

It is with great excitement that I forward my application for the position of Literacy Coach with XYZ Public Schools. As an experienced and passionate educator with experience in both urban and suburban schools, I am prepared to provide outstanding literacy instruction to your students.

Currently, as a Literacy Coach at ABC Middle School, I develop and implement high-quality professional development plans for all teachers to raise student achievement in reading. Additionally, I work with teachers to implement best practices in reading instruction and assist in the creation of learning plans for all students through data analysis and evidence-based teaching methods.

The results have been impressive:

* Student reading scores have increased by 12 percent over last year's scores.
* Helped over 5,000 people improve their writing skills.
* Implemented a new reading program that was adopted by 90% of the district's elementary schools, and increased student performance in the state reading competition by over 10%.
* Increased average number of reading hours/week for all students by 30%.

My academic credentials include a Bachelor's Degree in English from the University of California at Santa Cruz and a Master's Degree in Education from San Jose State University. In addition to my classroom teaching experience, I have also served as a teacher trainer and consultant on curriculum development projects.

I am confident that my combination of practical work experience as an educator, along with my training as a curriculum developer and instructor make me an outstanding candidate for this position. Thank you so much for your time and consideration. I look forward to hearing back from you soon!

Sincerely,

[Your Name]

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