

Name of Candidate
Address of Candidate
City, State, Zip Code

DATE

Name of Proper Person – this may be the head of human resources, the principal or the person who signed the rejection letter.

Address of School
City, State, Zip Code

RE: Reconsideration my application for tenth grade World History teacher

Dear Name of Proper Person:

I applied for the job of World History teacher and was interviewed on DATE. I received notice that the job was given to someone else on DATE. However, I have since learned that that person has moved out of state, and would like to recommend myself for the position.

Along with my Bachelor's degree European history and Master's degree in World Civilizations, I have traveled extensively throughout England, Germany and China. I have taught history for 10 years at NAME OF SCHOOL in New York, but I am relocating to this city to be near my aged parents. I have enclosed a letter of recommendation from my former principal.

Teaching at Name of School is my first choice, because I appreciate the open and innovative educational approach applied in your school. I was intrigued during my interview to hear how various teachers join together in multidisciplinary classes. I am also prepared to take up to 10 students on tours of Europe during the summer.

I can be reached at Phone Number or at Email Address if you would like any more information and I would welcome another interview at a time that is convenient for you. I sincerely hope you will reconsider me for the position and look forward to a favorable reply.

Sincerely,

Signature of Candidate
Printed Name of Candidate

List on Enclosures: Recommendation letter from former principal