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August 20, 20XX

Ms. Lynn Fair
Principle
Aurora Central High School
11700 East 11th Ave.
Aurora, CO 80010
USA

Application for an internship as Assistant Teacher at your school

Dear Ms Fair:

I am a third-year student in high school education at the University of Munich, Munich, Germany and I would like to apply for the fall semester assistant teaching internship you are offering on your website.

During my previous internship at a German high school, I taught math, physics and PE and had the opportunity to design, structure and evaluate my lessons. Working toward 'learning goals' with individual learners helped me gain confidence in my teaching ability and become more comfortable with classroom management.

I have also had experience tutoring students individually and working with special needs students through the organization I co-founded.

In addition to assisting the classroom teacher, I am particularly interested in supporting student clubs and after school sports programs as well as working with special needs students. I would also enjoy sharing my knowledge of European culture and the German language.

As a student, I spent a year at a high school in Dublin, Ireland. It was a wonderful experience and helped me understand the adjustments required and the significant rewards of living outside your own country. I am very eager to understand and participate in the American school system and I know I could contribute to your program.

Thank you for your consideration. My resume is attached, and I can be available at any time if you would like to discuss my application by phone.

Yours sincerely,

Paul Wendel

Enclosure: Resume

Kommentiert [BO1]: Do not forget to use American form.

Kommentiert [BO2]: When using AmE spelling you have to stick to it. Note: It is mathS in BrE.

Kommentiert [BO3]: He has general teaching experience (c.f. above) and is showing that he can work independently and put his ideas into practice.