

**[Your Full Name]**  
[Phone Number]  
[Email Address]  
[LinkedIn Profile URL]

[Date]

[Principal Name]  
[School Name]  
[School Address]  
[City, State, Zip Code]

Dear [Principal Last Name], I am writing to express my enthusiastic interest in the Elementary School Literacy Specialist position at [School Name]. With a Master's degree in [Specific Degree] and [Number] years of experience in literacy intervention and classroom instruction, I am dedicated to fostering a lifelong love of reading and improving student outcomes through evidence-based practices. In my previous role at [Previous School], I successfully implemented [Specific Program, e.g., Orton-Gillingham or Wilson Reading System] to support students in Tier 2 and Tier 3 interventions. I have a proven track record of using data from assessments like [e.g., DIBELS, MAP, or F&P] to design individualized learning plans that resulted in a [Percentage]% average increase in grade-level proficiency among my target groups. Beyond direct student instruction, I am passionate about teacher mentorship. I have experience facilitating professional development workshops on [Topic, e.g., Phonemic Awareness or The Science of Reading] and collaborating with classroom teachers to differentiate instruction. My goal is to ensure that the entire school community feels supported in delivering high-quality literacy instruction. [School Name]'s commitment to [mention a specific school value or program] resonates deeply with my educational philosophy. I am eager to bring my expertise in diagnostic assessment and multisensory instruction to your team to help every student reach their full potential. Thank you for your time and for considering my application. I look forward to the possibility of discussing how my background in literacy can contribute to the continued success of [School Name].

Sincerely,

[Your Signature]  
[Your Printed Name]