

COVER LETTERS

Your Street Address
City, State, Zip Code
Date

<1-2 line spaces>

Employer's Name
Employer's Position Title
School or School District
Street Address
City, State, Zip Code

<1-2 line spaces>

Dear _____: ←

<1 line space>

Cover Letter Tips

- On same paper & in same font as resume
- No longer than one-page
- Typically 3-5 paragraphs
- Give each paragraph a focus/theme

- Addressed to a specific person if possible. Call for a name. Use Mr. or Ms.
- If unable to get a name, use a title - Dear Human Resource Director, Dear Administrator

INTRODUCTION (1 paragraph) includes:

- Why you are writing - Position you are applying for or inquiring about
- Source of referral, if any (Ask permission to use the person's name)
- Why you are interested in that position and/or the school/district.
Don't say that the opportunity will help you develop your skills or career. It's about what you can contribute to their organization.

<1 line space>

MAIN BODY (1-3 paragraphs) includes:

- Your qualifications and accomplishments pertinent to the position and/or the school's/district's needs
- Concrete examples of your skills and experiences
- What you can do for the school/district
- What you know about the school/district and your field

<1 line space>

CLOSING (1 paragraph) includes:

- Statement of appreciation
- Date you will follow-up with additional information (which could include meeting times)
- Phone number/email and best contact methods
- Statement of appreciation

<1 line space>

Sincerely,

<2-3 line spaces>

Your Name (Signature directly above it)

<1-2 line spaces>

123 Park Place
Milwaukee, WI 53218

April 20, 20xx

Mr. Edward Norris
Human Resources Director
Make Believe School District
536 First Street
Milwaukee, WI 53208

Dear Mr. Norris:

I am writing to apply for the Elementary Teacher position posted on your school district's website. I will be receiving my bachelor's degree in elementary education in May 20xx and look forward to entering the professional teaching ranks at Make Believe School District.

In my current student teaching of a fifth grade class at Any Where School District, the whole language approach to all aspects of learning is a focal point of growth for me. I work with a wide diversity of learners including two children with special needs. Individualizing the lessons and materials for different types of learners in the classroom has resulted in all children having the opportunity to demonstrate and be recognized for their strengths among their peers. My research on Make Believe School District has revealed a strong commitment to individualization and cooperative learning which I would be excited to be a part of.

In addition to my student teaching, I have several years of experience working with children in various settings. I have been a lifeguard for four summers at a camp that is based on social group work. This management style gave me an opportunity to work with children in the same type of self-esteem building and cooperative, safe environment that I hope to provide in my classroom. Managing 400 children each summer, two staff members, and three different Red Cross curriculum based courses was a challenge that I feel prepared me well for many aspects of classroom management.

Working with children provides me great enjoyment and I look forward to the opportunity to bring my skills and passion to the Make Believe School District. As requested in the job posting, I have enclosed my resume, transcripts, and letters of recommendation. Thank you for your time.

Sincerely,

(Name signed here)

Margaret Teacher