

SAMPLE COVER LETTER

Your name

Your address

Your contact tel.

Your contact email

Name of contact

Job title

School name

Address

Date

Dear **contact**,

Application to volunteer at Little Angels Secondary School

I would like to apply to volunteer at Little Angels Secondary school, as I am putting in an application to **No Name University** for a Secondary Maths PGCE, and also live locally. I know the school is very progressive in the area of Maths and is renowned for its innovative teaching techniques. I think it could be a great learning experience, while also an opportunity to share my own teaching experiences in this area.

I have twelve years of teaching experience specialising in Maths and Physics

at Secondary level. This included being Head of Department for eight years at Young People Secondary School in Zidvania, where I also led the task group on student-centred learning. The language of instruction in schools in Zidvania is English, and I am a mother tongue speaker of English, as it is one of the national languages of the country. I currently volunteer in the supplementary school attached to Top Hill Secondary School in **Local Town**, working on curriculum development and the emotional well-being of the pupils who attend.

I would like to volunteer for two days a week over the course of a term as a Teaching Assistant in a Maths class if possible, and would also like to be involved in any extra curricular activities that happen on those days.

I would be very happy to come to the school to discuss this at a convenient time, and look forward to hearing from you.

Kind regards

[Your Signature]

[Your name]