



College of Education
Career Services

Cover Letters

University of Nevada, Reno

Purpose of a Cover Letter

A cover letter gives a summary of the reasons why you are the best candidate for the positions. Its purpose is to make the reader want to read more about you in your résumé and to get you an interview.

<http://www.careers.unsw.edu.au/CareerEd/JobApplications/coverLetters/purpose.aspx>

College of Education Career Services

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Five Things to Include in your Cover Letter

- 1. Explain why you are sending a résumé:** A cover letter keeps the reader from guessing what you want. Be specific: state if you are looking for a permanent position after internship or looking for future employment or volunteer opportunities.
- 2. Tell specifically how you learned about the position or school:** a job search, the school district web site, a family friend who works at the school/organization. It is appropriate to mention the name of someone who suggested that you contact a particular employer.
- 3. Call attention to elements of your background:** education, leadership, experience including volunteer work –that are relevant to a position you are seeking. Be as specific as possible, using examples.
- 4. Reflect your attitude:** personality, motivation, enthusiasm, and communication skills.
- 5. Provide or refer to any information specifically requested in the job advertisement:** include any information that might not be covered in your résumé.

<http://www.career.vt.edu/JOBSEARC/coversamples.htm>

Types of Cover Letters

1. **Application letter:** responds to a known job opening.
2. **Prospecting letter:** inquires about possible positions.
3. **Networking letter:** requests information and assistance in your job search.

<http://jobsearch.about.com/od/coverletters/a/aa030401a.htm>

Resources

How to Write a Cover Letter

<http://jobsearch.about.com/od/coverletters/a/aa030401a.htm>

Cover Letters: Types and Samples

<http://www.career.vt.edu/JOBSEARC/coverexamples.htm>

Cover Letters

<http://www.bestcoverletters.com/>

Cover Letter Format

Introduction

The introduction of your cover letter should begin with a greeting to a specific person, followed by a statement of who you are and why you are writing. Include a general sentence about the qualifications you will be talking about in the body of your letter.

<http://owl.english.purdue.edu/owl/resource/527/03/>

The Body of the Letter

In the body of your cover letter, you should describe the most important qualifications to show why you are a good match for the job and the school/organization. Focus the body around the two or three qualifications you mentioned in your introduction. You want to mention the skills you possess with examples of how you have used these skills or what makes them unique.

<http://owl.english.purdue.edu/owl/resource/527/04/>

Closing

The closing sums up your qualifications and reveals what you plan to do after your readers have received your application packet. Include a reminder of why you are a good match for the job position and the organization; request an interview in some way; provide contact information; thank them; and sign your name and print it underneath.

<http://owl.english.purdue.edu/owl/resource/527/05/>

EXAMPLE

[Your Name]
[Street Address],
[City, ST ZIP Code]
[phone]
[e-mail]

Heading

TIP: Your voicemail message should be professional and appropriate.

TIP: Keep your email address simple and professional. Consider using a combination of your first and last name.

Date

Mr. John Doe
Smithfield Elementary School
Main Street
Smithfield, NV 08055

Dear Mr. Doe,

I am interested in applying for a teaching position, on the elementary level, in your school district. As a 2009 graduate of University of Nevada, Reno, I have student teaching experience at the third and sixth grade level, in both suburban and urban schools.

You may also include your practicum experience.

At the present time I am teaching “at risk” preschool children. This position enables me to provide these students with a “head start” in mastering basic skills. I am challenged to be creative, nurturing and most of all, patient.

In my junior year at University of Nevada, Reno, a passion for, and knowledge of horses created an opportunity for me work for the Racing Museum. This position allowed me to teach every fourth grade class in the local school system. I coordinated field trips with classroom instruction.

It is my goal to combine my range of experience with my ability to be a compassionate, enthusiastic, intelligent teacher who will make a positive contribution to your school district. I would welcome an interview and hope to hear from you at your earliest convenience.

Sincerely,

Signature

FirstName LastName

TIPS:

- Use 1” margins
- Left Justification
- Font: Times New Roman or Arial
- Color: Black
- Single Spaced with space between paragraphs.