



Cover Letter Development for Teachers

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Getting Started

Research the school and review the position description closely to learn what certification or degree is needed, experience desired, and skills or personality characteristics desired. Brainstorm any teaching experiences or talents that could be related and select those that fit closely with the position description.

Cover Letter Outline

Your street address
City, State Zip

Today's Date

Name of Employer
Title of Employer
Name of School
Full Address

Dear Mr./Ms. (Call the school to ask for a specific person. Avoid "To Whom It May Concern"),

Introduction (1 paragraph)

Introduce yourself and include the title of the position you are interested in and how you learned about the opening. Mention why you want to work for the school and any connection you have. Briefly mention the skills and qualifications you have that make you the right fit for the position.

Body (1 or 2 paragraphs)

The best cover letters use specifics to back up general statements. These specifics can reflect your unique experiences in the classroom and the strengths they represent. Choose at least two skills that address the needs of the school/qualifications they are seeking and provide specific examples of how you have used each skill. This is the place to add more detail than your resume can offer. Go in depth about your experiences and how they could benefit the school. What situations have you faced? How did you handle them? What were the results?

Closing (1 paragraph)

Summarize how you would enhance the school and what you can offer. Express your interest and enthusiasm in the position and in meeting for an interview. Thank them for their consideration of your application.

Sincerely,

Your signature
Your full name, typed

Sample Education Cover Letter

321 Vista Lane
St. Paul, MN 55105

February 12, 2014

Ms. Susan Principal
Director of Personnel
New Hope School District
St. Paul, MN 55105

Dear Ms. Principal,

Please accept my application for the position of Language Arts teacher at New Hope High School. I learned of the position from my teaching practicum mentor, Ed Teacher, who encouraged me to apply. With my major in English and secondary teaching certificate, I am particularly interested in utilizing my skills and knowledge in a secondary setting. The qualifications listed in the position make me an ideal candidate for the position.

To my practicum teaching experiences I have brought classroom management techniques that were honed in my two camp counseling jobs, where I was frequently in charge of 30 to 40 seven- and eight-year-olds, without any assistance. I strongly believe that every child is teachable. This was made real for me when a first-grader who had been diagnosed with a learning disability, and with whom I had been working one-on-one for nearly a semester, had a breakthrough in his reading ability that surprised even his classroom teacher.

My practicum teaching experience has enabled me to develop a special rapport with the age group that I enjoy most: high school students. As co-advisor of the Drama Club during my practicum, I also gained administrative and organizational skills that enhanced my perspective and my commitment to the extra-curricular component of the secondary school experience.

I am especially interested in the New Hope School District because of its demonstrated commitment to quality education, as evidenced by the favorable student/faculty ratio and state-of-the-art classroom technology. I would appreciate the opportunity to speak with you regarding the Language Arts position. Thank you for your consideration.

Sincerely,

Tommie Student (Signature)
Tommie Student (Typed)

Enclosure: Resume