

The letter of introduction & resume must be one page in length on plain white paper (see examples). The Career Services Center, 142 Campus Center, 315-312-2255, can assist you in developing a professional resume.

Instructions for Letter of Introduction

Write a one-page letter to your prospective cooperating teacher/principal including **any or all** of the following:

- Work or voluntary experiences, e.g. public or private schools, etc.
- Experiences with young children/adults, e.g. camp counselor, tutor, mentor, scout leader, etc.
- Certifications or additional courses or training that reinforce your college preparatory experiences

Your letter should include **all of** the following components

- Your address or letterhead
- Date
- Salutation, e.g. Dear Prospective Host Teacher/Principal:
- Introductory paragraph: include a sentence or two introducing yourself. (AVOID "Hello, my name is..."). Include your credentials, e.g. your preparation to work in that school, with that age group, or in that specific course.
- Discussion/middle paragraph: include information from the list above; sell yourself. This paragraph should describe what you have to offer/how you will add value to the classroom.
- Final paragraph: include a statement thanking the host teacher/principal for considering you as a candidate to student teach at the school, and contact information where you can be reached for further information.
- Complimentary close, e.g. Sincerely, Yours truly, etc.
- Your signature (needs four spaces)
- Your typed name

Common Errors

Aid vs. Aide.

Perspective vs. Prospective.

Principle vs. Principal.

There vs. Their vs. They're.

Deans List should be **Dean's List**.

English is the only subject that is capitalized in a sentence.

Place a comma **before** "and, but, or, nor, for, so, and yet" **when it connects two or more independent clauses**.

Watch out for **missing words** in a sentence (read the letter of introduction and resume aloud -- does it make sense?).

Watch out for **lack of agreement** -- "A teacher knows their subject matter" should be "A **teacher** knows **his/her** subject matter."

Sample Letter of Introduction

Your Street Address
City, State ZIP
Date

Dear Prospective Host Teacher and Principal:

Your opening paragraph will be your introductory paragraph. You will include a sentence or two introducing yourself. (AVOID "Hello, my name is..."). Be sure to include your credentials e.g. your preparation to work in that school, with that age group, or in that specific course.

Your discussion/middle paragraph will include information from the list above. This is your opportunity to sell yourself. This paragraph will describe what you have to offer/how you will add value to the classroom.

Your final paragraph will include a statement thanking the host teacher and principal for considering you as a candidate to student teach at their school, and contact information where you can be reached for further information.

Sincerely,

(sign your name – black or blue ink)

Type your name

Enclosure

**Sample Resume
(Your Name Here)**

Street Address (Permanent)
City, State, Zip Code

(Phone Number with Area Code)
(Email Address)

OBJECTIVE: To obtain a position as an elementary (1-6) student teacher

EDUCATION:

Bachelor of Science in Elementary Education (1-6) Minor: Spanish
State University of New York at Oswego
President's List: Spring and Fall 2002; Dean's List: Fall 2001

Awards/Certifications:

- Certificate of National Service, AmeriCorps
- New York State Mandated Child Abuse Reporter
- Certificate of Achievement in Family Development Credentials, Cornell University

PRE-PROFESSIONAL EXPERIENCE:

Methods Practicum, Elm Street Elementary, Phoenix, NY Spring 2003

- Created and taught lessons from Science unit on Simple Machines
- Observed and aided in daily activities
- Provided individualized instruction for inclusion students

Practicum, Parish Elementary, Parish, NY Fall 2002

- Observed Special Education pre-school classroom
- Noted professional teaching techniques used with special needs students
- Helped produce a holiday play with the students

Practicum, Delaware Elementary, Syracuse, NY
Spring 2002

- Observed SFA reading program for ESL students from various grade levels
- Observed various teaching during instruction
- Aided with daily learning activities and assignments

Teacher's Assistant, BOCES Pre-school program, Mexico, NY March 1999- May 1999

- Observed and took note of teacher's ability to build relationships with special needs children
- Worked with children on development of large and fine motor skills
- Read with students in groups and one on one

RELATED EXPERIENCE:

Family Educator, Even Start, Mexico, NY June 2000-December 2002

- Create literacy based appropriate instructional lesson plans
- Assist families to become self-sufficient
- Planned and assisted with family outings and field trips
- Participated in and acquired knowledge from numerous trainings

Tutor, Migrant Education Program, Mexico, NY Summer 2002

- Created and diversified lesson plans to the needs of the students
- Prepared ESL preschoolers and ESL family to adaptation of Kindergarten
- Assisted with family outings and field trips

Assistant Director, AmeriCorps, Oswego, NY Summer 1999

- Organized programs for summer youth program
- Created daily activities and implemented them
- Oversaw staff of seven in daily activities with children

WORK EXPERIENCE:

Service Prep, Burger King, Central Square, NY September 1998-March 2000

- Prepared and handled food for customers
- Took orders from customers and calculated expenses
- Cleaned and washed food preparation equipment