

## Application or Cover Letter Outline

Street Address (yours)  
City, State Zip Code

Date (current)

Name of Contact (Ms. Barbara Brown)  
Title (Personnel Director)  
School District (Metro Public Schools)  
Street Address  
City, State Zip

Dear (Contact person - name spelled correctly)

### **Opening Paragraph:**

- \* Identify the job for which you are applying and tell how you found out about it. (Newspaper, Teacher Recruitment Office, etc.)
- \* If you found out about a job from a personal contact within the school district, mention the person by name.
- \* If you are writing to inquire about possible openings, state the purpose of your letter in the first paragraph.

### **Body Paragraph:** (most crucial section, usually three to ten sentences)

- \* State your qualifications that meet the requirements of the position.
- \* Give examples of your skills and related work experience and explain how they will transfer to a position in education. If your letter is serving as your application, offer more detail about experience and skills.
- \* Refer to enclosed resume and or application.

### **Closing Paragraph:**

- \* Ask for an interview.
- \* State that you are available for an interview at their convenience.
- \* Make it easy for the person to contact you. List your phone number again. If you are away from home most of the time, mention that messages can be left on your answering machine.
- \* Thank them for considering your application for the position.

Sincerely,

Your Signature  
Your name typed

Enclosure (if you have any forms)

