



Teacher Education Cover Letter Guide

BASICS

- **A cover letter should directly recognize the needs of the particular school/district you are applying to and the ways in which your unique traits would meet those needs.**
- **Research:** Make sure you know some information about the school/district you hope to work for. Try to integrate that knowledge into your cover letter. Utilize the district/school websites to gain valuable information about the particular district/school you are interested in. Most districts now post the minutes from their school board meetings online, which can be another source of information.
- **Know your Interests and Skills:**
 - What skills do you have that could be valuable in an academic setting?
 - What non-teaching experiences demonstrate a background that would enrich the school environment?
 - How have you chosen to work with children when it was not required for your degree?
 - What are the strengths that most define you as a teacher?
- **Keep your writing style simple and direct**
- **Present yourself in a positive and honest manner**
- **Proofread!**
- **Use the same paper and same font as used on your resume**
- **One page in length**

CONTENT

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Date

• Use the same heading from your resume

Employer's Name

Title

School or District

Street Address

City, State, Zip Code

Dear _____: ←

- Address to a specific person if possible. Call for a name if not listed. Use Mr. or Ms.
- If name is unavailable, use a title. Ex: Dear Human Resources Director, Dear Hiring Manager

First Paragraph:

- State the reason you are writing the letter – position you are applying for or inquiring about
- Grab the attention of your audience
- Source of referral, if any
- Include your interest in the position/school/district
- Flatter your audience by including school/district information found through research
- End the paragraph with a persuasive statement about why you are qualified for the position or why you are the ideal candidate

Second Paragraph:

- Demonstrate why you are qualified for the job
- Emphasize what you can contribute to the organization
- Give concrete examples of your skills and experience – prove it!
- Highlight information found on the resume, but do not simply repeat your entire resume
- Easy method – choose your top 3 skills that relate to the position and give a specific example for each
- May be 1-2 paragraphs

Final Paragraph:

- Reiterate your interest in the position
- State your appreciation of the employer's consideration
- Include your intentions for follow-up
- Phone number/e-mail and best way to contact you

Sincerely,

- ←
- 4 spaces
 - Include your signature

Your Name (First and last name typed)
(submitted electronically) ←

- Include this statement if you submit your cover letter via e-mail or another electronic method.

Enclosure (Indicates something more than the letter is included in the envelope. Do not include this if you are e-mailing your resume/cover letter.)