

COVER LETTER DESCRIPTION
A separate cover letter must be written for each position. Cover letters accompany mailed/e-mailed resumes or those which are dropped off at a school office.

Your Street Address
City, STATE, Zip Code
Today's Date

Dr. Paul Alexander
Director of Human Resources
City Central High School
178 Main Street
Weston, IL 62082

Dear Dr. Alexander:

Your opening paragraph should arouse the reader's interest:

⇒ Why are you writing the letter?
  • State that you are interested in a specific position and indicate how you found out about the job.

⇒ Why are you interested in employment with this school/district?
  • Is there an opportunity to continue your work in a certain area?
  • Did you student teach there?
  • Is this a specific type of school or community that is of special interest to you?
  • Does the community offer something unique?

Your middle section should address the district's hiring needs:

⇒ Why should you be considered as a prospective employee?
  • Be as specific as possible about what you can do. Don't make the reader try to guess.
  • Emphasize educational accomplishments, experiences, and special skills that will separate you from other candidates.

Your final paragraph is the closure.

⇒ Example:
  • The enclosed resume provides a more detailed description of my background. Thank you for considering my qualifications. I look forward to your response and to the possibility of meeting with you in person.

Cordially,

(Signature)

Your Name
123 Main Street  
Anytown, PA  01234  
April 30, 20XX

Dr. John Smith, Superintendent  
Central School District  
Middlefield, PA  43210  

Dear Dr. Smith,  

Please consider this my application for the elementary teaching position posted on the Central School District website. I have a very strong interest in pursuing a teaching career in Middlefield, my hometown, as I had an exceptional K-12 experience and want to give back to the community where I grew up and attended school. With experience working at the elementary level plus additional activities outside of the traditional classroom, I have a diverse background with much to offer.

Becoming a teacher has been my goal for as long as I can remember. My first classroom teaching experience was as a volunteer elementary school religion teacher at a local church where I worked for three years during high-school. In addition, I worked for several summers at the Sunny Beaches Arts Camp teaching theater, where I staged plays and taught singing. I believe that giving children opportunities to be creative and express themselves is such an important part of the developmental process, and to see some of the most introverted children come out of their shell was most rewarding.

My student teaching placements in grades one and three allowed me to develop valuable skills in building relationships, adapting instruction, creating assessments and implementing multiple instructional strategies. Teaching in both rural and urban school districts, I particularly enjoyed working with "at-risk" children, and careful preparation of lessons allowed me to break down sometimes complicated concepts to simple examples that my young students could grasp. I found great satisfaction in watching these children succeed and seeing their self-confidence grow.

Last year, while studying in Madrid, I taught English to middle school students. Managing the difference of abilities among my students proved a difficult, but satisfying, challenge. I tailored activities to maintain the interest of high-level students without intimidating less skilled English speakers.

I have developed exceptional skills in planning and organization, and believe that my personal qualities accentuate my professional dedication as an educator. My experiences and education give me confidence in my abilities to be an effective teacher in your school district.

As your advertisement instructs, I have included my resume and the Pennsylvania teaching application. I would appreciate the opportunity to further discuss my qualifications with you, and would be interested in an interview at your convenience. I may be reached at 717-777-7654 or at the following email address: ajones227@gmail.com.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,  

(written signature)  
Anne Jones
221 College Street  
Any City, State 12334  
November 27, 20XX  

Dr. A. J. Stephens  
Superintendent  
Independent School District  
City, State, 12345  

Dear Dr. Stephens,  

Please consider me as an applicant for the high school language arts opening currently being advertised by Independent School District. I recently learned of your teaching opening from the Career Services Office at Central State University where I will earn my bachelor's degree in May of this year with a major in Secondary Education-English and a minor in journalism and mass communication. I am particularly interested in your advertised opening because of the specific teaching responsibilities and the opportunity to advise the student magazine and work with other student publications.  

As the enclosed resume indicates, I am completing a full semester as a student teacher in Adams Middle School working with a diverse student population in grades nine through twelve. I have the opportunity to develop integrated lessons that motivate and challenge at-risk as well as gifted students.  

In addition to my classroom experiences teaching British Literature, Twentieth Century American Authors, and basic English, I volunteer to work individually and in small groups with the school's newspaper staff. Additionally, I have been working with a team which is developing a new approach to teaching reading to students with behavioral disorders.  

I have developed exceptional skills in planning and organization and believe that my personal qualities accentuate my professional dedication as an educator. My experience and education give me confidence in my abilities to be an effective teacher in your school district.  

As your advertisement instructs, I have completed your online application and am currently arranging for Central State University's Registrar's Office to submit my official transcript to you. I would welcome the opportunity to interview with your selection team and may be reached at 570-893-0000 or anne_smith@aol.com.  

Thank you for your time and consideration. I look forward to hearing from you in the near future.  

Sincerely,  
(Written Signature)  
Anne Smith  
Enclosure
THANK YOU LETTER DESCRIPTION

A thank you letter should be written immediately after each interview. It is expected, not optional.

Your Street Address
City, STATE, Zip Code
Today’s Date

Dr./Mr./Ms. Administrator
Title
School Name
Street Address
City, STATE, Zip Code

Dear Dr./Mr./Ms. __________:

Opening paragraph:
  ➤ Thank the interviewer for his/her time.
  ➤ Mention the interview date to refresh the interviewer’s memory.

Second paragraph:
  ➤ Emphasize one or two of your strengths that are particularly relevant to the job.
  ➤ State any information that you forgot to bring up in the interview.
  ➤ Address any issues that you feel need further clarification.

Closing Paragraph:
  ➤ Restate your interest in the position. This lets the interviewer know that you are genuinely interested in a position at his/her district.
  ➤ Indicate that you hope to hear from the school soon.

Cordially,

(Signature)

Your Name