

## SAMPLE FORMAT FOR EDUCATION COVER LETTERS

*(Top and bottom margins should be approximately equal)*

Date

Your Street Address  
City, State, Zip

Ms. Sandra Jones, Superintendent  
American School District  
1111 American Avenue  
America, MN 54321

*(Be sure to address the letter to the correct person,  
spelled correctly with their title)*

Dear Ms. Jones:

**Opening Paragraph:** State why you are writing, identify the position for which you would like to be considered, and indicate how you heard of the position. Mention any individuals who may have referred you to the position. If you are sending an inquiry letter, simply indicate the type of work or position you are seeking. Be specific.

**Middle Paragraph(s):** Your goal here is to show how you can be useful to this particular organization. Describe what strengths you have to offer this employer. Highlight particular classes, student teaching experiences, jobs, internships, achievements, and extracurricular activities as they relate to the position you are interested in. You might want to use one of the following approaches:

- Identify three reasons for the employer to consider you for the position.
- Describe your previous accomplishments as they relate to the position.
- Illustrate the relationship between your skills and experience and the position you are applying for.
- State why you want to work for their organization.

Refer the reader to your enclosed resume for additional information.

**Closing Paragraph:** End your letter by clarifying what will happen next, indicating your desire for an interview, and how they can most easily reach you. If you are applying for a specific job which had been posted, you might say, "I look forward to meeting with you to discuss my qualifications in more detail. I can be reached between (*time*) and (*days*) or a message may be left at (*phone #*)." If you are not applying for an existing opening, indicate that you will call them on a particular date to see when it would be convenient to set up a meeting, and also indicate how they can most easily reach you.

Sincerely,  
(Sign your name)

Type your name beneath signature

Enclosure *(to indicate your resume is enclosed or "Attachment" if sending through email)*

# BETHEL UNIVERSITY

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## Career Services

*Please Note: These are sample cover letters and should be used as helpful references. It is important to tailor your cover letter for each specific employer and position, be creative and unique, but also maintain a high level of professionalism.*

2468 East Minnehaha Parkway  
Minneapolis, Minnesota 55407

April 26, 2010

Kenneth Kirschner, Superintendent  
Edgewood School District  
1234 Lilac Lane  
Morning Glory, Minnesota 54321

Dear Mr. Kirschner:

I am contacting you about elementary education opportunities in the Edgewood School District. I am pursuing opportunities in your district because I believe they would be well-suited to the knowledge and skills I have developed in classroom management, learning skills, programming, and resource development.

As a student teacher at Pleasant Prairie Elementary School, I had opportunities to develop the skills mentioned above and grow as a teaching professional. I received special recognition from my supervising teacher regarding my ability to build strong relationships with students and demonstrate sensitivity and insight into students' diverse developmental and learning needs. My teaching experiences and Spanish minor equip me to be effective in managing ethnically and culturally diverse classrooms like those at Edgewood Elementary. I am also skilled in utilizing the latest in computer technology to facilitate student learning in both reading and mathematics. Finally, I believe my creativity, enthusiasm, and dedication would enhance my relationships with students, faculty, and staff.

I am well aware that the Edgewood School District prides itself in incorporating progressive teaching methods and resources into its classrooms and curricula. It would be a privilege to contribute to these efforts as an elementary teacher. I appreciate your reviewing the enclosed resume and welcome the opportunity to meet with you. Please feel free to contact me at (651) 638-0000 to schedule an interview.

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

Sincerely,

(Sign your name)

Type your name beneath signature

Enclosure (to indicate your resume is enclosed, or "Attachment" if sending through email)

# BETHEL UNIVERSITY

Career Services

**Sally  
Sommers**

**University Address:**  
3900 Bethel Drive  
P.O. #1234  
St. Paul, MN 55112  
(651) 638-0000  
student@bethel.edu

**Permanent Address:**  
1231 Spring Lane  
Summer, MN 55555  
(612) 222-2222

April 26, 2010

Shirley Whirly, Executive Director  
Human Resources  
P.O. Box 2098  
Everett, WA 98203

Dear Ms. Whirly:

I am writing to inquire about possible elementary teaching positions for the 2010-2011 school year. Upon graduation from Bethel University in St. Paul, MN, I will be moving back to Washington. I am looking for a district that is led according to sound principles and listens to the voice of the community. As a 2006 graduate of Everett Senior High, these are two qualities that continue to impress me about the Everett School District.

Every school wants to be assured they are choosing the most qualified educator, so let me tell you about myself. In May, I will be graduating with a double major in Spanish and Elementary Education. I have finished student teaching in fourth grade at Andover Elementary School and currently completing my final assignment in first grade at Adams Spanish Immersion Magnet School. I have been actively involved in teaching lessons that focus on graduation standards utilizing technology in the classroom, and participating in parent-teacher conferences. I completed field experiences in first, second, and fourth grade classrooms, as well as a special education classroom. I am confident that these experiences have prepared me to meet the challenge of motivating, inspiring, and working effectively with elementary-age children and staff.

Career ambivalence has never been an issue in my life. I have wanted to teach for as long as I can remember. I have been actively working with children since I was fifteen when I began helping out with Vacation Bible School and Sunday School classes. I also have been a nanny for two young girls in the Minneapolis area for the past three years. I know I can make a difference in the lives of students and their families. It is both a responsibility and a privilege that I take very seriously.

It is within this context that I tell you that I am adaptable, organized, and enthusiastic. I am well prepared and enormously excited to begin my career. I love teaching and feel honored to be in a position to apply for a job opening in the Everett School District.

Thank you for your time and consideration. I can be reached at (651)638-0000. I look forward to hearing from you at your earliest convenience.

Sincerely,

(Sign your name)

Type your name beneath signature

Enclosure (or "Attachment" if sending through email)

# BETHEL UNIVERSITY

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Career Services

## McKenzie Johnson

3900 Bethel Drive ▪ St. Paul, MN 55112  
(651) 638-0000 ▪ student@bethel.edu

April 26, 2010

Dr. Jonathan Davis, Superintendent  
760 Colborne Street  
St. Paul, MN 55112

Dear Dr. Edwards:

I am contacting you regarding the mathematics secondary teaching position that will be open in your district this coming school year. With the knowledge and skills I have gained as a student teacher in Murray Junior High School, I would make a strong contribution to your current teaching staff. It has been enjoyable to work in your school district because of the diversity, supportive discipline, incorporation of progressive teaching methods, and pride in the excellent learning. It would be a privilege to contribute to these efforts as a mathematics teacher in your district.

As a student teacher at Murray Junior High, I had opportunities to develop classroom management and resource development skills, as well as a greater sensitivity to individual learning styles. I received special recognition from my supervising teacher, Tammy Smith, regarding my ability to build strong relationships with students, my creativity in developing math activities that are fun and beneficial and my strong work ethic. In that role, I helped a number of students bring their grades from failing to that of a C or higher by calling on parental support, tutoring them after school, and encouraging them to reach their full potential.

I want my classroom to be a place in which learning is made relevant to students beyond the classroom walls and a place where every student can be a successful learner. Therefore, I continually research the latest ideas and materials in mathematics journals and seek to emphasize both cooperative and independent work in the classroom. My coursework has given me unique strength in my content area and reinforced my belief in the importance of implementing pedagogical strategies that are aligned with contemporary standards in mathematics.

I appreciate your reviewing the enclosed resume and application and would welcome the opportunity to meet with you in person to discuss my qualifications further. Please feel free to contact me at (651) 638-0000 to arrange an interview.

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

Sincerely,

(Sign your name)

Type your name beneath signature

Enclosure (to indicate your resume is enclosed or "Attachment" if sending through email)