



Teacher Cover Letters

What is a Cover Letter?

- Provides you with a chance to elaborate beyond your resume
- Focuses the attention on your skills and experience directly related to your desired teaching position
- Opportunity to highlight your writing skills
- Allows you to show your personality and passion for education

Elements of a cover letter include:

Beginning the Letter

- Address your letter to a specific individual with hiring authority within the school district

Example of Header:

Dr. Rochelle Hudson
Assistant Superintendent
Springfield Public School District 26 Barnes Street
Springfield, MA 02765

First Paragraph

- Identifies the position you are applying for
- Indicates where you learned of the position
- Provides a bridge statement to your qualifications

Middle Paragraph(s)

- Reason why you are qualified
- Outline previous experience that makes you a perfect fit
- Eye-catching

Closing Paragraph

- State that you would welcome the chance to further demonstrate your suitability for the position
- Be sure to include your contact details
- Thanks the individual for reviewing your document
- Close with "Sincerely", or "Respectfully Yours"

Miscellaneous Tips & Suggestions

- Show your passion for teaching
- Keep your CL to the point
- Pay as much attention to CL as Resume
- Use colorful language
- Address each requirement with your qualifications that meet that requirement
- Pay attention to detail
- Create a new CL for each position
- Use a person's name
- Try to avoid sending CL through e-mail
- Always sign every cover letter individually
- Triple check for errors
- Highlight your two or three strengths as a teacher - and reflect your unique experiences as a teacher.

Call 303-492-6451 to make an appointment with a Career Services counselor.

Dear Dr. Hudson:

I was excited to see the opening you listed for a fourth grade teacher. The Springfield Public School District has great appeal to me because of its commitment to promoting equity among its students and closing the achievement gaps in all areas, including gender, socio-economic levels, race, ethnicities, and learning capabilities. Having a community of equity does not mean that everyone is treated equally; but rather that each person is treated fairly and with respect. Through creating this type of community, each student is able to reach his or her fullest potential, which will lead to a closing of the achievement gap among the students.

My teaching experiences have allowed me to work with students from a variety of backgrounds. In my student teaching at the Bronson School in Lincoln, I worked with a group of students who were very diverse both culturally and linguistically. In our class, five out of the twenty students were English Language Learners. I worked one on one with a student who entered our classroom in September speaking only Turkish. Throughout the semester, we worked intensively to improve his English communication skills through computer assisted instruction, reading activities, and explicit phonics instruction. Because I consider myself a lifelong learner, I was constantly reflecting on my work with this student. I was consistently collecting data, reviewing his progress and finding ways to increase it. I used current research and information obtained from my peers at the school to determine how I could best help him. By the end of my work with him, his receptive and expressive language skills had greatly improved.

In my current position at Sheridan Elementary, I am working with a group of students who have very diverse learning styles and needs. The classroom that I work in is an integrated classroom, with one third of the students receiving special education services. Our aim is that each student in the class should be given the opportunity to reach his or her fullest potential with as much time spent in the general education setting as possible. Through my experience in this classroom, I have gained the ability to modify my lessons and provide accommodations for all of my students, including those not receiving special education services, to further enhance their educational experience. An example of this is in the Earth Science unit that I have developed, which focuses on Processes that Change the Earth.

This unit is comprised of lessons in a variety of formats, from hands-on lessons to teacher-led lessons, and from discussion-based lessons to student-taught lessons. The final lesson is a presentation made by the students in which they use PowerPoint and iMovie to teach their peers about a specific geologic event. This puts the teaching component into the hands of the students, allowing them to become experts in their topic and to help others learn about it.

I would appreciate the opportunity to speak with you regarding any open positions in the elementary grades, both in the general education program and in the special education program.

Thank you for your time and consideration.

- Don't forget to sign your letter

Sample Cover Letter

CAREER SERVICES • UNIVERSITY OF COLORADO AT BOULDER

Center for Community, N352 UCB 133 2249 Willard Loop Drive Boulder, CO 80309-0133
Phone 303-492-6541 FAX 303-492-5723 <http://careerservices.colorado.edu>
Additional guides available at: <http://careerservices.colorado.edu/students/MajorCareerInfo.aspx>