

Field Placement Introductory Letter

Drexel University - School of Education

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Guidelines

The requirement to write an Introductory Letter to your Cooperating Teacher accomplishes several things:

1. You will be helping your Cooperating Teacher learn more about you;
2. The letter will help you to articulate your background, experience, teaching strengths, interests, credentials, teaching goals and teaching philosophy and can be included in your teaching portfolio for future job interviews.

Begin your first draft by brainstorming your ideas. This activity will help you to include relevant aspects you may not initially think of.

Your letter should probably include (but is not limited to) the following items:

- Begin with your name, where you are from (along with other career experience), and where you are in your Drexel studies/program;
- Give background experience in teaching, coaching, and/or tutoring, along with specific projects, accomplishments, and interests developing out of these experiences;
- Briefly describe your strengths (disciplinary, skills, talents) as they relate to teaching and learning; and
- Conclude with teaching goals and longer term plans.

Remember:

This letter represents you as a student from Drexel University. Be sure to write and edit at least two drafts before submitting it.