**COVER LETTER FOR JOB APPLICATION**

**[Today’s Date]**

Dear **[Mr./Ms./Mx.] [Hiring Manager’s Last Name],**

I was pleased to learn of your opening for a Paraeducator. With 6+ years of experience as a paraeducator and instructional assistant, I know I can exceed **[School Name]’s** standards as your next Paraeducator.

I’ve provided exceptional clerical and administrative support to 25 teachers and professionals, overseeing 85+ children (particularly those with specific needs) and developing educational materials for daily programs. For instance, my experience includes:

* Providing support to an instructional program with 30+ students in 3 classrooms, the playground, and lunchrooms from 20XX–20XX
* Boosting student success by 15% through serving as a supportive staff member to meet their emotional, social, and academic needs
* In line with [School Name]’s goals of being an equity-focused institution, I’m certain my expertise at working with families from economically and socially disadvantaged backgrounds will benefit **[Company Name]** and the surrounding community.

For further information, you can reach me via my cell phone (xxx) xxx-xxxx or email address at your.name@email.com. Thank you, and I look forward to hearing from you.

Sincerely,

**[Your Name]**