

## Teacher Cover Letters

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A cover letter is a letter of introduction that “covers” or accompanies your application and/or resume. It personalizes and presents your qualifications for a specific position and is written to obtain you an interview.

### **Elements of a cover letter include:**

**First Paragraph** In your initial paragraph, state the reason for the letter, name the specific position or type of work for which you are applying, and indicate from which resource you learned of the opening.

If someone referred you, this is where you will note it. Most introductory paragraphs are short, so be brief and clear.

**Middle Paragraph(s)** In this, probably the longest of your paragraphs, you are attempting to persuade the principal or hiring committee that you are worth an interview. The burden of proof is on you. Most school administrators are too busy to sift through generalized letters and resumes in hopes of finding a qualified candidate. These paragraphs of the cover letter are your first opportunity to present specific abilities, education, and/or experience that make you an attractive candidate for a particular position.

Refer to your resume, highlighting that portion of greatest interest to the school.

**Last Paragraph** Request an interview to discuss how your skills might assist the school or state that you will call the school within the next week to set up an appointment to discuss any upcoming opportunities.

Don't be so pushy as to appear desperate, but do be assertive in initiating an interview.

### **Miscellaneous Tips & Suggestions**

- Try not to overuse the pronoun “I” in beginning each sentence.
- Vary your sentence structure. Edit and rewrite to ensure a polished version.
- If you have an enclosure (resume, transcript), type “Enclosure” two lines after your signature.
- Limit the letter to one page.
- Use high quality paper; standard-size (8.5 x 11”)
- Stick with white/crème colored paper. Coordinate with your resume.
- Use a laser printer.
- Send your letter in a manila envelope to avoid folding.
- Letters conveyed by e-mail need not include headings and inside addresses.
- Don't forget to sign your letters!
- Keep copies.
- Always have someone read your resume to catch typos or misuse of words not caught by your spell checker.

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

890 Peak Street  
Boulder, CO 80302

June 25, 2011

Ms. Rose Montoya, Principal  
Justin Elementary School  
101 Twelfth Street  
Boulder, CO 80302

Dear Ms. Montoya:

I am applying for the first grade elementary position as advertised through the school district's web site. I have five years combined experience with young children and I am licensed in elementary education.

After my student teaching experience last year, I obtained a teacher assistant position at West Elementary School where I have further developed my teaching abilities. With our 1st/2nd grade multi-age classroom, we have just completed the unit I planned on the digestive system. The study concluded with the students using various formats to present to their parents. It was a fun time for the students and the proud parents. My previous years of experience includes managing a pre-school and supervising children after school while I completed my education coursework. I have interacted with various young children from diverse socio-economic and ethnic backgrounds.

I love teaching young children and I feel they respond well to me. My file is complete with the school district and enclosed is my resume for your review. I would like to have the opportunity to discuss my qualifications and to schedule an interview time convenient for your hiring committee.

I can be best reached during late afternoons at 303-400-6720.

Sincerely,

Janet Reardon

Enclosure: resume

*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>