



Write a Cover Letter using the instructions below. Attach as a PDF. This document will be sent to cooperating teachers and principals with a placement request; therefore, you should review your writing several times.

## **Cover Letter**

### **What is a cover letter?**

Cover letters are commonly required when applying for a job and are typically the first document in an application (apart from a resume) that a hiring committee/recruiter will review. Although you are not applying for a job, you are applying for a placement in a school district.

While your resume is intended to lay out the facts of your skills and experience, a cover letter is should be used to convey your personality. How does your character, interests, motivations, knowledge, skills, and experience equip you to excel in a job (specifically as a teacher)? The goal of a cover letter is to make yourself as memorable as possible. There is no official format; however, your cover letter should include the below information.

1. Your personal details (e.g., name, address, phone number) - This information is typically formatted as a header to your writing.
2. You should address those reading your letter.
  - a. For our purposes, please address the Principal and Cooperating Teacher (e.g., Dear, Principal/Cooperating Teacher).
3. Memorable introduction – Clearly introduce yourself.
4. The body (2-3 short paragraphs) should be specific, organized examples of your relevant experience and skills. It should also include why you want to work for the organization, any relevant accomplishments, and why your skills/experience would make you a good teacher.
5. Concise conclusion – A few sentences at most.

A cover letter should be no more than **one page in length** and should be a careful selection of stories from your career/life that give a principal/cooperating teacher a clear idea of who you are and how you can contribute to their school/classroom. You should choose your own style of writing, but ensure that the tone you select is appropriate (remember, this is a professional work of writing!).

### **What not to include:**

1. Irrelevant information. Does the information add to your overall point?
2. Do not try to fit your whole career/life into a cover letter.
3. Spelling or grammatical errors.
4. Inaccurate or untrue information.



5. Negative comments. Do not write about negative experiences with teachers or other professionals. You can reference your own personal challenges that lead you to be a teacher, but refrain from writing about how “bad a teacher was”. Do not use judgments of others.
6. Refrain from writing about political or controversial issues that might be misinterpreted.

## **Some basic tips for your writing**

### ***Content***

1. Be concrete and specific. Use an example(s) that should demonstrate your strengths and the reasons for why you want to be a teacher or why you would be a helpful addition to the school.
2. Do not exaggerate or make things up.

### ***Expression***

1. Do not use words you would not normally use – Be yourself.
2. Be clear and concise.
3. Do not write an autobiography.
4. Some humor can be appropriate but be cautious when making jokes in your statement.

### ***Organization***

1. One page limit at 12 pt. font.
2. Cover letters are typically three paragraphs. The first paragraph introduces yourself and highlights the reason you are seeking to be a teacher. The second paragraph provides unique evidence of your desire to be a teacher. The last paragraph is a short conclusion.

### ***Editing***

1. Proof read and revise your statement at least 3-4 times. Do not rely on your computer to catch all spelling or grammar mistakes. Teachers can and will turn down a placement due to many errors in your writing.
2. Ask a peer, advisor and/or professor to review your statement.

### **Need additional help?**

Visit the Writing Center at the Valley Library for additional assistance.