

SAMPLE COVER LETTER

1234 West 45 St.
Rochester, NY 32165

April 1, 2015

Dr. Susan Rogers
Principal
Horseheads High School
987 South St.
Horseheads, NY 12345

Dear Dr. Rogers:

I am writing to express my interest in the recently posted position of High School Social Studies Teacher that I found on the Horseheads Central School District website. I will graduate in May of this year from Ithaca College with a Bachelor of Arts in Social Studies Education and be certified to teach in grades seven through twelve. My diverse classroom experiences, coupled with my passion for teaching such an interesting subject, have prepared me to engage, support, and challenge the young minds at HCSD.

As you can see in the enclosed resume, my classroom experiences include working with students of various abilities from different grade levels and academic settings. While student teaching at Thompson Middle School, I brought energy to my lessons, incorporating read-alouds, games, and group work, along with some one-on-one instruction, to keep everyone engaged. This experience helped further develop my classroom management skills along with the ability to differentiate my instruction. I strived to create an inclusive, participatory atmosphere that appealed to all learning and personality types, and was rewarded with high test scores, positive student and parent feedback, and invaluable connections with students.

Additionally, for the last two years I have volunteered as a tutor for the Ithaca Youth Bureau's after school program, working with groups and individuals with varying learning styles and abilities. Depending on the needs of each student, I use a mixture of study methods and learning assessments including note cards, practice quizzes, homework review, and discussion. I pride myself on getting to know each student, adapting instruction methods as needed, and providing positive reinforcement for hard work.

I am excited about the opportunity to bring my skills, experiences, and education to this position, and would greatly appreciate the chance to further discuss my candidacy. I can be reached at (555) 555-5555 or randerson@ithaca.edu. Thank you for your time and consideration.

Sincerely,

Richard Anderson

Career Services
101 Muller Center
(607) 274-3365
careers@ithaca.edu
www.ithaca.edu/careers

Find Career Services on:



COVER LETTER CONTENT & STRUCTURE

Your address

Date

Their name, title,
company name, &
address

Dear Ms./Mr. <last name>:

1. Here's what I'm applying for
2. Here's how I found out about it
3. Here's my college, degree, and major
4. Some awesome, pay-attention-to-my-me summarizing statement about how my experiences, skills, and education fit what YOU (the employer) need

Show enthusiasm in this paragraph!

*Bonus Optional Statement: common values or other researched information about them that you admire
Show enthusiasm in this paragraph!

Here are direct examples of my experiences and skills RELATED TO THE JOB DESCRIPTION.

This paragraph needs to flow, and not be choppy, resume-repeating sentences. It also needs to show REFLECTION/LEARNING from your experiences. Incorporate soft skills. Do not use bulleted lists.

Option 1: 1-2 experiences, all the related skills gained

Option 2: Skill, example, skill, example, skill, example

Option 3: 1-2 skills, several examples for each

Optional 3rd Paragraph: If you need to elaborate more on your experiences

Here are MORE direct examples of my experiences RELATED TO THE JOB DESCRIPTION.

Stick with the same format as previous paragraph if possible

Thank you, final statement of why I 'fit', contact info, looking forward to speaking with you.

Sincerely,

Sign and/or type your
name