

Creating Cover Letters for Teachers

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What Does a Cover Letter (or a Letter of Interest) Do?

A cover letter/letter of interest sets the stage for the reader to accept your resume and moves you to the next step of the hiring process...



Your Cover Letter Must:

- Reflect your personality and teaching values
- Demonstrate your communication skills
- Show your specific interest in the district
- Evoke desire in the employer to know more about you



Do Your Research!

- To write a good cover letter, you need to be knowledgeable about the district (and the area!)
- Research will assist you in finding out who to address your cover letter to (usually the principal of a school or the school administrator)
- Best sources of Information:
 - Internet
 - Telephone call
 - Library
 - Word-of-mouth
 - Experience



GUIDELINES

- No generic cover letters!
- Know the job description well!
- Tailor your letters to the position and the district
- Provide examples of your skills/experiences that demonstrate your ability to fulfill the job requirements
- Your letter should reflect your voice, and enhance the information on your resume – **DO NOT SIMPLY REHASH YOUR RESUME!**
- One page maximum
- Typically 3-5 paragraphs



Components of a Cover Letter

- Heading
- Paragraphs
 - **First:** Introduction
 - **Second:** Skills, education, experience, training, achievements, etc.
 - **Third:** Why you are the best fit for the company
 - **Fourth:** Closing

Cover Letter Heading

Your address
City, State, Zip Code
Phone Number
Email

Your complete address, phone, and e-mail **OR** use the same heading from your resume at the top of your cover letter

Date

Current Date

Dr. Robert Bennett
Director, Human Resources
Academy School District 20
300 Academic Boulevard
Colorado Springs, CO 80920

Complete Business Address

Dear Dr. Bennett:

Greeting (Use Dear Mr., Mrs., Ms. If you are 100% certain this is the correct name. Typically, you would address it to the school principal. Use “Search Committee” of a specific job or “Hiring Manager” if you are unsure)

First Paragraph

- State exactly what job you are applying for at the district
- If the ad provided a job ID number be sure to include that as well
- It's a good idea to mention where you heard about the opening
- Explain **why this position interests you** – Why this specific company?

Example:

“Please accept my application for the position of General Science Teacher with Mesa County Valley School District #51. I learned of the position through the district website, and am excited to be part of an organization that provides such a variety of growth opportunities for its new staff members.”

Second Paragraph

- Sell yourself!
- Make sure you address the specific job requirements
- Summarize your credentials and relevant accomplishments from previous jobs, internships, or volunteer work

Example:

“I am very interested in opportunities to utilize learning groups in my classroom. In my quest to learn more, I met with several teachers during my internship to discuss and observe methods they used and found successful. I believe I can adapt to those practices”

Third Paragraph

- Discuss other pertinent skills and personal attributes that would set you apart
- Explain why you are the best fit
- Why you want to work at this particular district

Example:

“In addition to my education and experience, I bring to the classroom an ability to organize things well. During my student teaching, one of my goals was to learn and develop an efficient method for keeping track of and grading homework in a timely manner....”

Ending your Cover Letter

- Two spaces below your last line, type in “sincerely” or another appropriate closing
- Leave four spaces for your signature’
- Type your name

“My background and career goals match your job requirements well, and I am confident that I will be an asset to your district. Because of your excellent reputation for providing staff development, I am genuinely interested in working for Academy School District. Thank you for considering my application. I look forward to a meeting at your convenience and can be reached at by phone 970.555.5555 or by email at johndoe@coloradomesa.edu.”

Sincerely,

(signature)

Your name typed

Sincerely

Tips



- Use the same heading & font that you used on your resume
- Should be clean, neat, and direct
- Show specifically how you meet the job requirements
- Read, edit, and re-read your letter for mistakes
- Have others read it as well
- Show enthusiasm and a positive attitude
- When noting your achievements, be confident, but don't exaggerate, brag, or fib
- Discuss how you can fill the district's needs, not why you need the job
- Be yourself
- Check for correct information (names, phone numbers, e-mail)

Final Steps...

Keep a hard and an electronic copy of the packet (resume, cover letter, reference page or reference letters) sent to each employer.

- **If submitting a print copy of your credentials:**
 - Print your cover letter on the same quality paper as the resume
 - Remember to sign your letter!
 - Assemble your materials
 1. Cover letter
 2. Resume
 3. Letters of Recommendation
 4. Transcripts, if requested
 - Only print on one side of the page
 - Don't fold or staple - Paperclip everything together
 - Include the employer's complete name, title and address on the front of the envelope
- **If submitting an electronic copy:**
 - Convert each page to a PDF



Career Services

In-Person Services

- Resume/Cover Letter Review
- Mock Interviews
- Career Assessments
- Major/Career Exploration
- Job Search



Events

- Fall and Spring Job Fairs
- Grad School/Major Fair
- Etiquette Dinner
- Teacher Fair

Workshops

- Choosing a Major
- Job Search Strategies
- Resume/Cover Letter
- Interviewing Skills
- Internship Preparation
- Employment Readiness Boot Camp