

# Cover Letter Tips

## 3 Types of Education Cover Letters:

1. Position-specific
  - This type of letter is written directly to a school or principal about a specific position you've seen advertised (i.e. I'm interested in the Middle School Science Position available at Northwest Junior High School).
2. District-wide
  - This type of letter is written when an entire district is able to view your application documents. It doesn't have to specify which school in the district, although if you are interested in only one school, you can specify this in your letter.
3. Broad-style (i.e. State or National posting board)
  - This type of cover letter is appropriate for online job assistance sites that provide access to your cover letter to many different school districts and administrators. In this type of letter, it is important to really showcase your teaching experience and qualifications. Because you are not using this letter to apply for a specific position, you do not need to mention your interest in a particular school or district. However, you may want to mention your preferred grade level if you feel strongly about the grades you are interested in teaching. It is most important to focus on the experiences you have had that will make you a great teacher in *any* district.

### FORMAT

- Use standard business letter format (see example cover letters).
- There are two options for providing your contact information. One is to copy and paste the heading of your resume onto the top of the letter. The other is to list your physical mailing address (without your name), followed by the date, recipient address, and body of the letter.
- Always include your phone number and e-mail address in the last paragraph of the letter as a means for the letter recipient to get in contact with you.
- End the letter with "Sincerely," followed by 1 return, then your typed name. If you intend to physically sign the letter, put 3 returns between "Sincerely," and your typed name.

### CONTENT

- Remember, this is a letter about you – your experience, qualifications, and skills – so don't be too modest!
- Be direct, succinct, and professional!
- Always try to address your letter to a specific person if possible. If you do not know the recipient, begin the letter with, "Dear Hiring Administrator:" Utilize district websites to find specific contact information whenever possible.
- When writing a letter to a specific school or district, tell the reader why you are interested in that particular school or district. Perhaps you really want to work with at-risk youth or are excited about their 1:1 technology program – this will help explain to the reader why you are interested in them and will showcase your knowledge of the school or district. Remember, do your research and show you've done it!
- Read the job description and school district webpage and use the language of the description to guide the focus of your letter. For example, if the job description states that they are looking for a candidate with excellent parent-teacher communication, write 2-3 sentences of your letter discussing how you've implemented this in your prior teaching or classroom experience (if applicable, of course). Also make sure to check social media sites to see what is "current" on the radar of the district, school, and administrators. A lot of districts are heading in this direction to keep their families and students informed. It can be an excellent resource when searching for a job.