

Sample Cover Letter – Secondary, Broad-style

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Dear Hiring Administrator:

I am writing to express my interest in a position teaching German to students in the secondary school setting. In December 2013 I will graduate summa cum laude from The University of Iowa with a Bachelor's Degree in German and will be licensed to teach German to students in the state of Iowa in grades 5-12.

Implementing technology has been an integral part of my teaching method since the very beginning. As a practicum student at Prairie High School in Cedar Rapids, IA, I had the opportunity to work with German II and III students in a 1:1 setting with laptops. I utilized this equipment to lead interactive grammar and verb tense review sessions with PowerPoint presentations. I am also very well-versed in video communication and have had ample experience teaching online as a tutor with Smile Talking Media. In this position I planned and delivered daily lessons to Hanyang University students over Skype. Since every lesson had to be completely accessible in an online format, I employed many internet resources including YouTube, Google Docs, and Dave's ESL Café to design modern activities for the students. In my current student teaching placement at Rialto Middle School in Rialto, CA I am developing a two-week unit on *Erntedankfest* (German Thanksgiving) that will culminate in a performance-based assessment using Animoto. This project will challenge the students to use all four modalities of German to create a short video that is visually stimulating, creative, and succinct.

In addition to technological application, I am very passionate about cultural appreciation and discovery in the classroom. My experiences working with non-native English speakers as well as being a study abroad student myself have deepened my understanding of the need for foreign language learning in today's modern, diverse society. Therefore, I enjoy coordinating outings that expose students to cultural enrichment opportunities in their local community, such as the trip I organized to a German restaurant in Rialto. This allowed students to see daily cultural exchanges firsthand and continue their language use outside of the classroom.

My interest in technology, passion for culture, and excitement for working with diverse students will make me a valuable asset to any World Languages department. Should you wish to discuss a position in your district or my qualifications further, please feel free to contact me by phone at 319-555-1463 or via e-mail at lillian-russell@uiowa.edu. Thank you for your time and consideration.

Sincerely,

Lillian Russell