

*Sample Cover Letter: Secondary, Position-Specific*

Wallace H. Carothers  
1847 Iowa Avenue  
Iowa City, IA 52242

May 25, 2013

Mr. John Smith  
High School Principal  
Solon High School  
600 West Fifth Street  
Solon, IA 52333

Dear Mr. Smith:

I am writing to be considered for the High School Math Teacher and Freshman Boys Basketball Coach positions available at Solon High School. My extensive experience with standards-based math instruction and athletic coaching in eastern Iowa has given me the necessary skills to excel in these positions.

As indicated on my résumé, I have used standards-based grading and assessment at two different schools. During my practicum seminar at Solon High School, I became familiar with this system as I observed its daily implementation during its inaugural year. Utilizing the Iowa Core Mathematics Standards as a guide, I lead-taught a lesson on decimal division using SMARTBoard technology that prompted students to collaborate with one another to create story problems. While student teaching at West Branch High School this past semester, I experienced first-hand the development of the standards-based system and have learned how to navigate the transition into this innovative grading philosophy. The 1:1 technology initiative at West Branch motivated me to enrich the unit plans I designed with interactive educational websites and applications such as Today's Meet, an online discussion platform.

I also have a strong interest in helping students develop through extracurricular activities. After earning my coaching authorization from The University of Iowa, I served as an assistant coach for ninth grade boys basketball at Iowa City High School this past winter. As an assistant coach, I ensured that practices were productive and challenging and I look forward to the opportunity to guide students in a leadership role as their coach.

I am excited by the implementation of the standards-based grading system in your school district and believe I will make a valuable asset to your mathematics and athletic departments. As your website instructed, I have submitted an online application, résumé, and letters of recommendation. I can be reached by phone at (319) 555-2223 or by e-mail at wallace-carothers@uiowa.edu, should you wish to discuss the position further. Thank you for your consideration.

Sincerely,

Wallace H. Carothers