

*Sample Cover Letter – Elementary, Position-specific*

**Abigail Van Buren**

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Human Resources Office  
Fort Dodge Community Schools  
104 South 17<sup>th</sup> Street  
Fort Dodge, IA 50501

Dear Hiring Administrator:

I am writing in response to the First Grade Instructor position available at Cooper Elementary School advertised for the 2013-2014 school year. As of May 2013 I will have obtained a Bachelor's Degree in Elementary Education and a State of Iowa Teaching License with endorsements in Reading (K-6) and Language Arts (K-6). I am a strong candidate for the first grade position because I have had a wide variety of teaching experiences and outstanding interpersonal communication skills.

One of the hallmarks of my teaching philosophy is the implementation of small group work to formatively assess students. I am currently using this technique during the second half of my student teaching in a sixth grade classroom at Walcott Intermediate School in Davenport, IA. For example, I used my assessment observations to differentiate instruction for a small group of high-achieving students by developing a three-week unit in which the group selected and analyzed a literary work of their choice. This project allowed students to hone their analytical skills at a level that challenged them. In addition to adapting pedagogy for exceptional students, I have used strategies such as Jolly Phonics and Words Their Way to tailor instruction of folktale comparisons for English Language Learners.

In each position I have held, I have demonstrated excellent correspondence and collaboration with students, faculty, and parents. As a student teacher at McKinley Elementary School in Davenport, IA, I partnered with the school's Parent Teacher Organization to organize a school-wide fundraiser whose proceeds helped make improvements to the school's playground equipment. Additionally, my experiences as a Hawkeye Guide and hospital volunteer at the University of Iowa Hospitals and Clinics provided me with ample opportunities to interact with students and families of various backgrounds and circumstances. In addition to my classroom experience, my considerate and empathetic nature will make me a valuable asset to the students at Cooper Elementary School.

I look forward to meeting with you in person to discuss this position and my qualifications in greater detail. Should you wish to contact me, I can be reached by phone at (319) 555-7890 or via e-mail at abigail-vanburen@gmail.com. Thank you for your time and consideration.

Sincerely,

Abigail Van Buren