PROFESSIONAL LETTERS FOR EDUCATION MAJORS

3/4 Of recruiters would remove applicants with typos or grammatical errors
23% Of employers would remove applicants if cover letters were too long. Strive for a 300-400 word range

LAYOUT AND APPEARANCE

Professional font consistent with resume
Sign letter at bottom of page or leave blank if sent electronically
Keep letters to 1 page
Free of typos and grammatical errors

WRITING STYLE

Avoid beginning all sentences with "I". Place a greater emphasis on the word "you"
Divide your text into paragraphs or use bullet points to make it easier to read
Always convey confidence and a positive attitude
Provide specific examples of your qualifications. Explain how you have done something vs. how you can do something

OVERALL IMPRESSION/EFFECTIVENESS

Address your letter to a specific person and tailor to the school district
All items cited in your cover letter should also appear in your resume
Carefully read all the school district's instructions before submitting the application

Structure

Opening Paragraph:
• State why you are writing, the position to which you are applying, and your interest in the school district and position.

Second Paragraph:
• What are your qualifications?
• Why are you the right person for this position?

Final Paragraph:
• Re-state your interest.
• Do you have a follow-up plan?

UNIVERSITY OF WISCONSIN River Falls
CAREER SERVICES

187 Rodli Hall
715-425-3572
www.uwrf.edu/careerservices
Submitting an Application Through Email

Option 1 - Brief Introduction:

Dear Ms. Clark:

Please accept the attached cover letter and resume as my application for the XYZ position at ABC school (Job Posting #123). My skills and experience closely align with the posted job description, which make me an excellent fit for this position. I look forward to hearing from you soon.

Thank you,

Joe Meyer

Option 2 – Insert Your Cover Letter:

Dear Ms. Clark:

Please accept my cover letter and resume as an application for the XYZ position at ABC school. My educational background and five years of experience working with young children in and outside of the classroom make me a strong candidate for this position.

As a student majoring in Elementary Education at the University of Wisconsin-River Falls, I have taken advantage of numerous opportunities to work with children through my coursework, jobs, and various volunteer experiences. For the past three years, I have worked as a Camp Counselor at Camp St. Croix, where I supervised 12 campers each week and facilitated interactive activities. In addition, this spring, I completed my student teaching in a 3rd grade classroom at E.P. Rock Elementary School in the Hudson School District. At E.P. Rock Elementary, I co-taught three, week-long reading academy interventions that improved overall student reading skills by 25%. In my free time, I serve as a “Big” for the Big Brothers Big Sisters organization. These experiences have enhanced my creativity, leadership, teamwork, and time-management skills, which will be useful at ABC school.

I would be honored to become a contributing member of the ABC School District to continue the tradition of excellence in education. Thank you for your time and consideration, and I hope to hear from you soon.

Sincerely,

Joe Meyer
Cover Letter Format

Cover letters allow you to introduce yourself and highlight unique experiences that make you stand out. This letter allows the employer to gain a better understanding of your skills, interests, and qualifications while demonstrating your written communication skills and abilities as well. You may use the outline below is an outline to help you format your letter.

Jordan Gaetz
123 South 7th Street, River Falls, WI 54022, 715-435-7692, jordan.gaetz@my.uwrf.edu

Date

Name, Title
School/District Name
Address
City, State Zip Code

Dear Mr./Ms. ____:

Opening Paragraph:
State the following: why you are writing this letter, the position to which you are applying, and your interest in the school district and position.

Begin by stating the position to which you are applying. If you have a personal connection to the school district, mention your connection in this paragraph (if including an individual’s name, be sure to ask for their permission). Personalize each letter by showing interest in the school/district, but be careful not to simply restate facts about the school/district.

Second Paragraph(s):
What are your qualifications? Why are you the right person for this position? Pique the employer’s interest so they will want to read your resume and schedule an interview.

Sell yourself. Give the employer a reason to read your resume by explaining specifics about your skills and experience related to the position. Continue to tie your knowledge of the district, position, and industry into your examples. Utilize the position description to tailor this section of the letter to each position. This section can be in paragraph or bullet point format.

Final Paragraph:
Restate your interest, thank the employer, and mention your desire for an interview.

Close your letter by restating your interest and thank the school/district for their consideration. Mention that you would like to discuss your qualifications with the employer at their convenience.

Sincerely,

(Sign Here-No need to sign if submitting electronically)

Your Name Typed Here
July 24, 20XX

Mr. John Fredrickson, Principal
ABC Elementary School
426 Elementary Drive
Menominee Falls, WI 53829

Dear Mr. Fredrickson:

It is with great excitement that I submit my cover letter and resume as an application for the Third Grade Teacher position at ABC Elementary. During my undergraduate education, I observed in a few classrooms at your school and was very impressed by the “Teachers Teaching Teachers” feedback program. It was evident that this type of peer review model created strong professional relationships between staff members, while also allowing for continuous growth and improvement. I would enjoy teaching at a school with such a focus on challenging and supporting staff, which ultimately and positively impacts the student learning experience.

As a recent graduate of the University of Wisconsin-River Falls, I received a Bachelor’s degree in Elementary Education and have obtained teaching licensure in Minnesota and Wisconsin. While student teaching in a fourth grade classroom, I formed cooperative learning groups, organized individual projects, created learning centers, and implemented learning style research into every lesson. Alternative assessment methods, such as rubrics and performance assessments (in combination with traditional tests), enabled me to evaluate students individually and comprehensively. Throughout student teaching, I differentiated instruction and incorporated technology into lessons to ensure learning for all students. In addition, I assisted with the after-school tutoring program, where I worked with five students on their math homework in a one-on-one setting. By incorporating real-life examples into each math assignment, the students’ understanding improved and was reflected in their grades.

I would be honored to apply my educational background and skills obtained through student teaching to the Third Grade Teacher position at ABC Elementary. Thank you for your consideration, and I look forward to hearing from you soon.

Best regards,

Samantha Jones
February 12, 20XX

Ms. Joni Starr, Office Manager
ABC School
100 Blake Road South
Hopkins, MN 55343

Dear Ms. Starr:

Please accept my resume and cover letter as an application for the High School History Teacher position at ABC School. Sam Ziedlitz, History Teacher at ABC School and a family friend, spoke with me about the position and his experience at ABC School. The potential opportunity to work with a close-knit team of teachers in a district that is highly focused on technology-driven learning is exciting.

My skills and qualifications closely align with the requirements of the position:

**Expertise and interest in both World and United States History**
During my student teaching experience, I taught United States History and a Social Problems course focused on international issues. My enthusiasm to teach students about world events has grown through experiences I intentionally sought out: studying abroad twice (in Europe and South America) and taking advanced courses in international relations theory. Sharing personal experiences, artifacts and documents from historic locations and events has proven successful in engaging students and communicating material.

**Experience teaching at the high school level**
Most of my classroom experience involved teaching United States History to high school students. Each day during student teaching, I worked with more than 110 students over five sections of the course. It was through this experience that I discovered my natural ability to establish rapport and connect with high school students. To engage students, I built lessons that challenged them to think critically while making connections between historical and current events. Throughout many of these lessons, I utilized technology including Google Classroom and SMART Boards to increase student participation.

**A candidate who is eager for interdisciplinary collaboration**
In one of my undergraduate classes, I collaborated with three other students to create an interdisciplinary unit on the topic of exploration. During this experience, I enhanced my ability to communicate with individuals with expertise and perspectives different from my own, as well as recognized the amazing benefits of this type of collaboration. While co-teaching our unit, it was fascinating to watch students become fully immersed in a topic and recognize the connection between often siloed academic subjects.

Thank you for considering me for the High School History Teacher position at ABC School. I would enjoy discussing my qualifications with you in-person, and I hope to hear from you.

Sincerely,

Philip J. Butcher
May 23, 20XX

Hiring Manager
ABC School District
4328 River Drive
Coon Rapids, MN 54257

Dear ABC School District Hiring Manager:

Please accept this letter of interest, resume, and additional materials as my application for the School Counselor position at the ABC School District. ABC School District’s commitment to student character and value development is of great interest to me as I reflect on personal values often when making decisions. Providing support and assistance to students during academic, career, social, and emotional planning and development with a focus on values is an ideal personal job fit.

I have highlighted additional elements of my education and professional experience that make me a strong candidate for this position below:

- **Comprehensive Counseling:** During my elementary counseling practicum experience, I enhanced my knowledge and understanding of comprehensive counseling programs. I actively promoted student success and preventative services through individual and small group counseling. By teaching classroom guidance lessons, I was able to foster students’ academic, personal, social, and career development through innovative lessons that met the diverse needs of the students. Through this experience, I also came to understand that the success of an elementary school counseling program depends on the counselor’s ability to deliver services as part of a team, with emphasis on learner outcomes and consideration for all aspects of a child’s development.

- **Assessment:** With the understanding that data drives a successful comprehensive school counseling program, I frequently utilized assessment to create positive results. Data was used at my elementary school practicum site to develop an anti-bullying awareness week. Each student was surveyed to collect information regarding student bullying knowledge, and programs were developed based on areas of low student knowledge. Pre and post tests were administered to confirm that the program was effective. Additionally, one of my responsibilities was to interpret and explain data when reviewing test scores. As a school counselor, my goal is to help students be successful in the areas of academic achievement, personal social growth, and career exploration.

- **Leadership & Professional Development:** During my graduate career, I served in an active leadership role in the Student Counseling Student Association and Wisconsin School Counselor Association (WSCA) organizations. I also attended the annual WSCA Conference the last two years. In 20XX, I presented a breakout session with a colleague where we shared information on the topic of leadership and how it relates to graduate students and their future careers as K-12 school counselors. In 20XX, I was recognized as the Counseling Program Outstanding Student for multiple contributions to the program. These experiences allowed me to further develop effective interpersonal, communication, and organizational skills.

I would appreciate the opportunity to discuss my qualifications in person and learn more about the specific needs of the counseling program at ABC School District. Thank you for your time and consideration, and I look forward to speaking with you soon.

Respectfully,

Jessica Smith