

Cover Letter Sample

3290 US Hwy 158
Mocksville, NC 27028

Comment [AU1]: Your address

November 1, 2009

Comment [AU2]: Four line spaces in a printed letter. Heading is not necessary in an email.

Dr. Sally Cares
Principal
Cornatzer Elementary School
552 Cornatzer Road
Mocksville, NC 27028

Comment [AU3]: Use the name and title of the hiring manager or principal. If it's not listed in the job posting, look it up online, or call and ask!

Dear Dr. Cares:

Comment [AU4]: Use the person's name NOT "to whom it may concern." Use a colon for a business letter.

On December 13 I will graduate from Appalachian State University. With the first step in my career path complete I am ready, willing, and anxious to begin my new career with Davie County Schools in the role of teacher. Having grown up in Davie Crossroads, I know the area well and would be honored to have a position at your school.

Comment [AU5]: Introduce yourself. List any connections to the school.

My fourteen years with Davie County Schools in the roles of teacher assistant and technology assistant provided me with a wealth of experience and training that will highly benefit me in the classroom. Additionally, student teaching and my long-term sub experience reiterated to me that teaching is my calling. Four years ago someone asked me what my passion was. At that time I was unsure. Now I can say with confidence that teaching is my passion. I realize the dedication and hard work needed in order to be successful and further children's education. I welcome the challenges of teaching and I cannot wait to have a classroom of my own.

Comment [AU6]: Touch on your main accomplishments and experiences. DON'T relist everything in the resume, DO tell why you want the job.

I am a team player. It is amazing how much can be accomplished when people work together. I see from your website that your school has recently joined the Golden Opportunities Partnership Program. I have been fortunate in my internships and student teaching to work extensively with community engagement and service learning. I have seen how the sharing of ideas with community members provides a springboard for innovate ways to solve problems or issues. I look forward to continuing that type of work in my classroom.

Comment [AU7]: Describe something you know about their school and how you will fit in.

Please allow me the opportunity to interview for teaching positions at your school. My attached resume provides further details of my training, skills, and experience. You may contact me at your convenience at (home) 828-262-2180 or via email student@appstate.edu.

Comment [AU8]: Close by asking for an interview and including your contact information.

Sincerely,

Student T. Appalachian

Comment [AU9]: Don't forget to sign a mailed letter. If an email, you do not need to sign, just put your name.

*** If you need additional sample cover letters go to www.careers.appstate.edu.***

Sample Resume

Ivanna Teach

123 Blackboard Rd. • Boone, NC 28607
828-262-2180 • teacher@appstate.edu

OBJECTIVE

To obtain a position a full time position as an Elementary School teacher (K-6)

EDUCATION

Appalachian State University Boone, NC
Bachelor of Science, Elementary Education December 2009
Concentration: Social Sciences
Estimated GPA: 3.08

Study Abroad: Costa Rica Summer 2009
• Enhanced Spanish speaking to intermediate level
• Worked collaboratively with education group to teach summer school courses

TEACHING EXPERIENCE

Westwood Elementary School West Jefferson, NC
Student Teaching, Kindergarten August- December 2007
• Assisted and taught grade-appropriate lessons and activities for students that followed North Carolina Standard Course of Study in all subjects
• Developed and taught lessons that included hands-on Smart-Board activities
• Conducted and managed discipline within a classroom of 20 students
• Communicated with ESL parents through notes home written in Spanish

Mountain View Elementary School Jefferson, NC
Student Teaching Internship, 5th Grade January-April 2007
• Assisted lead teacher in grade-appropriate lessons and activities for students that followed North Carolina Standard Course of Study in all subjects
• Developed and taught hands-on unit in geometry to classroom of 35 students

Mountain View Elementary School Morganton, NC
Under Graduate Practicum Coursework, 3rd Grade October-December 2006
• Assisted lead teacher in daily classroom activities
• Observed and recorded child development and interaction for two case studies

RELATED EXPERIENCE

Watauga Parks and Recreation Boone, NC
Cheerleading Coach for Football Season Fall 2004
• Worked with 8-10 year olds cheering for Watauga Parks and Recreation football
• Collaborated with four other coaches to effectively supervise 300+ students
• Provided safe environment for physically demanding activities

Watauga Youth Network Boone, NC
After School Tutor Spring 2004
• Tutored and interacted with Middle School students at the Watauga Youth
• Developed additional ESL experience while working with older youth

Comment [AU10]: You do NOT need to use the same formatting, just make sure it is easy to read and attractive and follow the tips below.

DO NOT use a template. DO NOT write "resume" on your copy.

Comment [AU11]: Your name is the first thing and the biggest font.

Comment [AU12]: Include all your contact information. If you are not in Boone, be sure to list an address where you check your mail!

Comment [AU13]: List the position you want, but don't be too picky (i.e. NOT a position as a first grade teacher).

Comment [AU14]: Education section should be first until 2-3 years after you graduate.

Comment [AU15]: Be sure to list Appalachian State, your degree (written out), the city and state, and the graduation month and year.

DO NOT list your high school although you may list other colleges, especially if you earned a degree (i.e. Associates)

Comment [AU16]: DO list GPA, if above 3.0.

Comment [AU17]: You may list study abroad, academic awards, or special academic projects that you want to highlight here.

Comment [AU18]: DO list student teaching, internships, and any substituting. Usually DO NOT list tutoring, camps, Sunday school, etc.

Comment [AU19]: DO include the school, name of your experience, city, state and dates.

KEEP formatting consistent.

Comment [AU20]: Use action verbs to show your specific skills.

Comment [AU21]: After "Teaching Experience" you may use any other headings that fit your experience.

I.E. "Leadership Experience" "Research Experience" "Coaching Experience" (see website for more suggestions)

Comment [AU22]: It is absolutely fine to go onto two pages, but keep your name and the page number on the second page. You do not need a page number on the first page of your resume.

Comment [AU23]: It is usually good to list paid work experience even if it is not related to teaching. Think about your transferable skills.

WORK EXPERIENCE

Appalachian State University

*University Recreation, Intramural and Club Sports
Intramural Supervisor*

Boone, NC
Fall 2004- Fall 2007
Fall 2005-Fall 2007

- Maintained the overall success and timeliness of intramural activities
- Available for information, emergency situations, and incidences that may occur

Intramurals Official

Spring 2005

- Officiated Intramural Volleyball and Handball games

Intramurals Scorer/Timer

Fall 2004- Spring 2005

- Scored and timed intramural activities such as flag football and basketball

Appalachian State University

Camp UREC Camp Counselor (Rising 3rd and 4th graders)

Boone, NC
Summer 2007

- Maintained the well being and safety of third and fourth graders during four weeks of summer day camp on the campus of Appalachian State University

Group Workcamps Foundation

Summer Staff, Program Manager

Loveland, CO
2005-2006 (Summers)

- Worked with 3 other college students to lead a 4 weeks of work camp for adults and youth from across the country. Youth lodged in a local high school and repaired local homes for a week
- Preserved the well being of over 400 youth for a week of work camp
- Operated sound equipment, video equipment and computers to provide an evening service for campers
- Drove over 6,000 miles across the country to conduct work camps in 4 different states

PROFESSIONAL DEVELOPMENT

Comment [AU24]: Be sure to list any professional development activities through the College of Education or your school systems.

“Reading Enhancement Across the Curriculum,” Dr. David White, Westwood Elementary School, Oct. 17, 2009

“Boys Will Be Boys,” Dr. Sarah Adams and Dr. Kevin Smith, Reich College of Education Seminar, Oct. 1, 2009

“Using Assessment Effectively,” Dr. Sally Coal, Reich College of Education Seminar, Oct. 1, 2009

“Classroom Management Techniques,” Dr. Peter Poppel, Reich College of Education Workshop, Sept. 25, 2009

HONORS AND ACTIVITIES

Comment [AU25]: Use the headings that are right for you.

Chancellor’s List

Dean’s List

Alpha Delta Pi Sorority

REFERENCES AND PORTFOLIO

Comment [AU26]: This section is optional. If you do not have a portfolio you probably do not need this section.

References available upon request

Portfolio of lesson plans and activities developed during internships and student teaching.

- <http://www.taskstream.com/ts/teacherid/ProfessionalPortfolio.html>

** If you need additional sample resumes go to www.careers.appstate.edu. ***

Sample Reference Sheet

Comment [AU27]: Use a separate sheet.

JULIA T. BOONE

600 Chestnut Street
Greensboro, NC 27407
(910) 896-1234

jb11111@appstate.edu

Comment [AU28]: Your name and contact information at the top.

References:

Name, title
Work Address
Phone
Email address

Name, title
Work Address
Phone
Email address

Name, title
Work Address
Phone
Email address

Name, title
Work Address
Phone
Email address

Name, title
Work Address
Phone
Email address

Comment [AU29]: Include 3 -5 supervisors, advisors, professors, supervising teachers, principals, etc.

Sample Thank-you Follow-up

Comment [AU30]: While a hand written thank you is always nice, email is also acceptable.

April 15, 2009

Comment [AU31]: Date a hand written letter. This is not necessary with email.

Beverly May, Principal
Mountaineer High School
Raleigh, North Carolina 27604

Comment [AU32]: Not needed in an email.

Dear Ms. May:

Thank you for the opportunity to visit with you and to see Mountaineer High School. My interest in the Middle grades science position is even stronger now than before and I am eager to have the chance to share my skills with your team. I was particularly encouraged to hear you explain the efforts underway to develop a strong new-teacher mentoring program. I am confident that my past experiences in Appalachian State would make me a strong asset to your school.

Comment [AU33]: Thank them.

Comment [AU34]: Emphasize your continued interest.

Comment [AU35]: Mention something specific from the interview.

Sincerely,

Terry Q. Senior
123 School House Rock Road
Boone, NC 28608

828-262-2180
seniortq@appstate.edu

Comment [AU36]: It is always good to reiterate your contact information.