

EDUCATION COVER LETTER OUTLINE

Your return address

Date of Letter

Employer's name

Employer's title

Name of the organization

Employer's address

Dear _____:

In the first paragraph, indicate your reason for writing, the specific position or type of work you are applying for, and how you learned about the position. Mention the name of the person (if any) who referred you to the person, position, or organization. Give information to show your specific interest in the organization.

Your middle paragraph(s) should explain why you are interested in working for this employer, specify why you desire this type of work, and showcase your qualifications. Highlight any relevant work experience or related education, but do not reiterate your entire resume. Emphasize your skills, abilities, and personal traits that relate to the job for which you are applying. A useful tip is to look at the job description for the position you are applying for and see what skills and abilities it requires. Make a connection between your skills and abilities and what the employer is looking for. Be sure to do this in a confident manner and remember that the reader will view your cover letter as an example of your writing style. These middle paragraphs are also an opportunity to show how you fit within the organization or why you specifically want to work for this organization and in this role. You can show the employer that you have done your research by connecting this fit to something you know about the organization, its goals, mission, values, etc.

Close your letter by indicating your desire for a personal interview. You might suggest a day or time frame when you will be available. You may refer your reader to your enclosed resume or other media you are using to illustrate your training, skills, and experience. Give a telephone number and/or email address where you can be reached at the employer's convenience.

Sincerely,

Your handwritten signature

Your name typed

Enclosure(s)

SAMPLE ENTRY LEVEL EDUCATION COVER LETTER

123 Boone St.
Boone, NC 28607

April 20, 20xx

Basil E. Frankweiler
Executive Director of Human Resources
Anytown City Schools
750 School Rd
Anytown, NC 27777

Dear Ms. Frankweiler:

It is with great pleasure that I am seeking to secure a secondary math position within your school district. I know from rankings and accolades that the Anytown City Schools are impressive, and I am excited about exploring opportunities with the top performing school district in the Southeast.

I believe that my education and training from Appalachian State University and student teaching experience at Hopeful Springs High School, combined with my strong interpersonal skills and work ethic would greatly benefit your educational program. As a teacher, I hope to motivate students in ascertaining their inner strengths and abilities and discovering what truly inspires them. I aim to provide a stimulating learning environment that encourages students to take initiative in their own education, while fostering confidence to realize their full potential.

I have heard that your school system has recently implemented a new instructional technology program. During my student teaching I had the privilege to receive SmartBoard training which focused on meeting the needs of diverse learners through instructional strategies. I would be very excited to continue my involvement and training in this area.

Please contact me at your convenience to set up a meeting so that we may discuss in greater detail how my student teaching experience and education would best meet the needs of your students. I can be reached at 123-456-7890. Thank you for your consideration.

Sincerely,

Appalachian Student

Appalachian Student