

# SAMPLE COVER LETTER

Pierre Greyhound  
500 Salisbury St, Box 111  
Worcester, MA 01609  
508-123-4567

 Can omit if applying through School Spring

p.greyhound@assumption.edu

 Update with the date you submit your application

March 15, 2020

Superintendent Maureen Binienda  
Worcester Public Schools  
Durkin Administration Building  
20 Irving Street  
Worcester, MA 01609

 Be sure to explain what job you are applying for and where/how you found it

 Your first paragraph **MUST** contain your Philosophy of Education Statement-(think about what being a teacher means to you)-transition to it after your first sentence

Dear Ms. Binienda,

I am applying for the Third Grade Classroom Teacher position at Flagg Street School that is posted on School Spring. As an educator, I believe that proper support and opportunities allow any student to succeed. Teachers play a vital role in ensuring this will happen as we become experts on and advocates for our students. We foster a love of learning in our students, and provide the guidance they need to be able to see their own potential. This helps them find the success they each deserve. I am excited to work with children as they discover themselves through exploring the world around them, and I believe my student teaching practicum, additional course work, and my experience in providing child care have provided the knowledge I need to do so.

*Example 1*

*Example 2*

*Example 3*

Currently, I am completing a practicum in a second grade classroom at Flagg Street School. From the start, I quickly learned about my students through public speaking and individual journaling activities, and I used formal and informal assessments to identify their strengths and weaknesses across content areas. This has allowed me to successfully plan and implement lessons that fall in accordance with the district's curriculum maps. I contact parents and attend staff, IEP, and 504 meetings. This has taught me different styles of professional communication and how to be a contributing member of a team. I also volunteered to assist with the Student Council, and am helping organize the annual Spree Day. In the future, I hope to be equally involved in this school community.

 Use transitions: avoid starting every sentence with "I"

Additionally, there are many courses I have taken which have prepared me to educate young minds and how to teach students with varying needs. For example, in my Teaching English Language Learners course, I learned how to address the language barriers that present a challenge to students who are trying to access the curriculum. I completed weekly lesson plans about vocabulary acquisition across content areas using the tiered vocabulary strategies outlined in the course. I also researched age appropriate texts in all subject areas that could easily be adapted for an ELL student. In a school setting as diverse as Worcester, I feel this course has prepared me to do my job well.

Prior to completing my pre-practicum or practicum, I began working as a childcare provider for three school-age children. I transport them to daily activities and help ensure their educational needs are being met by assisting them with homework, projects, and studying. This has solidified my interest in a teaching career and in working with students at the elementary level.

I look forward to further discussing the Third Grade Classroom Teacher position at Flagg Street School. I can be reached via cell phone at 508-123-4567 or via email at p.greyhound@assumption.edu. Thank you.

Sincerely,

 Keep your cover letter to 1 page or less

Pierre Greyhound