

CAREER CENTER

Resume & Cover Letter Guide

FOR TEACHERS



CAREER CENTER

Parenzo Hall, 1st Floor | careers@westfield.ma.edu
careers.westfield.ma.edu | (413) 572-5206

Westfield
STATE UNIVERSITY

TYPES OF RESUMES

Think of a resume as a billboard and you have 30 seconds to deliver your message:

What do you want an employer to know about you?

How will you market your experience and skills?

Paint a picture for the prospective employer demonstrating the scope of your current and past responsibilities and achievements. What do you want to emphasize? Use one of the two following formats to help get you started.

Chronological

A chronological resume organizes information by jobs/positions/experiences in *reverse chronological* order, with the most recent experiences first. It is the most commonly used format and easiest to write.

This resume format works well when:

- Your job history shows growth and development
- You are staying in the same field or gaining your first entry level position
- You have a steady history of employment related to the position you are seeking
- You are applying in traditional fields of work such as teaching

Functional

A functional (or skills based) resume organizes information into *functional* groupings of skills or accomplishments. This format is commonly used for candidates with more experience who are changing career fields.

This resume format works well when:

- You want to demonstrate a clear relationship between your skills listed and the position you are seeking more than your work history
- Your specific jobs or internships are not easily related to the position you are seeking
- You have gaps in your employment history
- You are changing career paths

QUICK TIPS FOR RESUME BUILDING

- The teaching resume can be two pages if all relevant information.
- Font type should be professional (Times New Roman, Calibri, Garamond, etc). Keep font size at 11 or 12.
- Page margins should be maximum of 1" all around or minimum of .7".
- Avoid the use of pronouns and complete sentences (start each descriptive phrases with action verbs).
- Use past tense when describing past experiences and present tense for present experiences.
- Include skills and qualifications relevant to that position. Each resume should be tailored to the job for which you are applying. Generic resumes are not as effective.
- Always include accurate information. Never misrepresent yourself!
- Keep your resume neat, organized and professional. Remain consistent with font type, format and the overall style. Appearance matters!
- Make sure the resume and the cover letter are free of errors. Proofread and have others proofread too.
- Give each of your references a copy of your resume and be sure to ask them to serve as a reference before listing them on your reference page.
- Don't fold, photocopy or staple your resume. Buy 8 ½ x 11" envelopes and type address labels.
- Print your resume and cover letter on white or ivory resume paper (found at any office supply store).
- Continually update your resume to reflect new skills and experiences.
- Upload your resume into the Career Center's online job database, Handshake:
<https://westfield.joinhandshake.com>. This will allow you to sign up for on-campus interviews, apply for jobs and safely store your resume in our system.

RESUME TEMPLATE

Name

Street Address, City, State Zip

Phone, E-Mail

LinkedIn Profile

OBJECTIVE

Identifies the position/job that you are applying for and summarizes your main qualifications in 1-3 lines of text. You may **omit this section** and discuss your points in your cover letter.

EDUCATION

Westfield State University, Westfield, MA

Degree (Bachelor of Arts, Master of Education, etc.), Month, Year

Major:

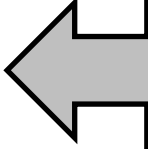
Minor/Concentration:

Overall GPA (if above 3.0/4.0) and Major GPA (if higher)

Study Abroad (Name of Institution, Location, Semester)

MA License: Licensure Area (Licensure # if known, otherwise put In Progress)

SEI Endorsement



List all additional degrees obtained from most recent to oldest. Do not include high school after sophomore year.

TEACHING EXPERIENCE

List any practicum, pre-practicum, internships or jobs related to the position.

School/Organization, City, State

Dates of Employment

Job Title

- Describe at least 3-4 major duties that will demonstrate your qualifications
- Tailor your resume to your audience and requirements of position
- Follow the same format for all positions and list in reverse chronological order
- Quantify when possible, use action verbs rather than sentences and avoid pronouns

RELATED EXPERIENCE

List any related experiences such as camps, after-school programs, etc. This section follows the same format as the Teaching Experience section.

SKILLS

List computer skills, lab techniques, language and office skills. List fluency/proficiency without overstating your competence.

HONORS

List Dean's List, Honor Societies and other Honors and Awards

ACTIVITIES

List organizations, presentations, leadership positions, significant projects, professional affiliations, and/or volunteer activities. You can format this section like Experience.

REFERENCES

Do not include "References Available Upon Request". List references on a separate document (See Reference Page Sample later in guide).

FREQUENTLY USED CATEGORY HEADINGS

ACHIEVEMENTS	EXPERIENCE	RELATED ACTIVITIES
ACTIVITIES	HONORS	RELATED COURSEWORK
ADDITIONAL EXPERIENCE	INTERNSHIPS	RELATED EXPERIENCE
AWARDS	LANGUAGE SKILLS	RELEVANT EXPERIENCE
CAMPUS INVOLVEMENT	LICENSURE	SKILLS
CERTIFICATIONS	MEMBERSHIPS	SPECIAL TRAINING
COACHING EXPERIENCE	MILITARY SERVICE	SUMMARY OF
COLLEGIATE ACTIVITIES	OBJECTIVE	QUALIFICATIONS
COMMUNITY INVOLVEMENT	PRESENTATIONS	TEACHING EXPERIENCE
COMPUTER SKILLS	PROFESSIONAL AFFILIATIONS	VOLUNTEER WORK
CONFERENCES ATTENDED	PROFESSIONAL EXPERIENCE	WORK HISTORY
EDUCATION	PROFESSIONAL PROFILE	
EMPLOYMENT	PROFESSIONAL SUMMARY	

EFFECTIVE SENTENCE OPENERS

achieved	corresponded	fostered	modified	restored
acted	counseled	furnished	motivated	retrieved
adapted	created	handled	negotiated	restructured
added	critiqued	helped	notified	revamped
addressed	cultivated	hired	observed	reviewed
administered	dealt with	identified	obtained	revised
advised	decided	illustrated	opened	selected
advocated	delivered	implemented	operated	showed
analyzed	demonstrated	improved	organized	simulated
applied	designed	incorporated	originated	solved
approved	determined	increased	outlined	sorted
arranged	developed	influenced	overhauled	started
assembled	devised	initiated	oversaw	streamlined
assisted	directed	interviewed	persuaded	strengthened
attended	discovered	instituted	planned	studied
balanced	distributed	introduced	prepared	supervised
built	drafted	instructed	prescribed	supplied
captivated	edited	integrated	presented	supported
changed	employed	invested	processed	tabulated
charted	encouraged	investigated	produced	tailored
clarified	enforced	judged	published	taught
coached	enhanced	launched	purchased	tracked
collaborated	enlisted	learned	received	trained
compared	ensured	lectured	recorded	transferred
complied	equipped	led	recruited	translated
completed	established	listed	reduced	transported
composed	evaluated	located	refined	undertook
condensed	examined	managed	related	updated
controlled	experienced	measured	reorganized	upgraded
conveyed	expanded	merged	represented	utilized
coordinated	facilitated	minimized	researched	worked
corrected	finalized	modernized	responded	wrote

Jennifer Smith

134 Frank Avenue, Natick, MA 01760
413-572-5206 • jsmith5206@westfield.ma.edu

EDUCATION

Westfield State University, Westfield, MA
Bachelor of Science in Education, May 2023
Specialization: English and Reading

LICENSURE

Elementary Education, 1 – 6 (In Progress)

- Passed all sections of MA Tests for Educator Licensure
- SEI Endorsement

TEACHING EXPERIENCE

Edward Ellington Elementary School, Springfield, MA Spring 2023

Third Grade Practicum

- Demonstrate ability to teach in a multicultural third grade class of 28 students
- Develop and teach lessons in all curriculum areas with whole class, small groups, and cooperative groups
- Assess special needs; Devise and institute individualized academic and behavioral intervention programs for students
- Design and implement a 5 week unit on nutrition and integrated a variety of skills
- Participate in curriculum planning, faculty meetings, and parent conferences

Kensington Avenue Magnet School, Springfield, MA Fall 2022

First Grade Pre-Practicum

- Aided a bilingual teacher in a first grade inclusion classroom
- Designed and implemented lessons that incorporated the needs of different levels of English language learners
- Attended a Responsive Classroom seminar and applied the philosophy in practice
- Introduced reading and writing process to all students including English language learners

Alfred Zanetti Montessori Elementary School, Springfield, MA Spring 2022

Second Grade Pre-Practicum

- Worked in a classroom of 2nd grade students
- Assisted special needs children in classroom and recreation setting
- Facilitated guided discovery that incorporated life and beginner language skills

Windsor State Street Elementary School, Windsor, VT
Hartland Elementary School, Hartland, VT
Substitute Teacher

Winter 2019 – Spring 2021
Winter 2019 – Spring 2021

- Worked with grades K-8 and implemented teacher's lesson plans
- Supervised fourth grade field trip to science museum and applied behavior management techniques
- Assumed the responsibilities of a special educator in various assignments

RELATED EXPERIENCE

Washington Elementary School, Springfield, MA
Tutor

Fall 2019 – Fall 2021

- Guided 15 first grade students in after-school program
- Focused on beginner reading, writing and mathematics for students learning English as a second language
- Shared progress reports with the students as well as with their guardians
- Structured each personalized lesson as an extension of the last, allowing each student to progress at their own rate, in alignment with each student's level

Alfred Zanetti Montessori Elementary School, Springfield, MA
Volunteer Tutor

Fall 2020

- Demonstrated role-model behavior and provided positive encouragement to an at-risk 10-year-old boy
- Tutored and motivated the student through individual instruction three days a week

YMCA, Springfield, MA
Senior Camp Counselor
Camp Counselor

Summer 2020
Summers 2018, 2019

- Coordinated day camp for children from the ages of 6-12
- Facilitated meeting with all camp counselors
- Programmed and delivered daily activities for the 9-12 year-old group
- Shared responsibility of groups up to 21 children with co-counselors
- Participated in the planning of all camp activities such as field trips, theme days, family nights and award ceremonies

CERTIFICATIONS

CPR/First Aid, American Red Cross Lifeguard, Small Boats and Water Craft Certified

SKILLS

Computer Skills: Proficient in Microsoft Office Suite, Smartboard Technology, ELMO
Language Skills: Conversational Spanish

George Santiago

123 Main Street • Milford, MA 01757 • (413) 572-5206 • gsantiago5206@westfield.ma.edu

EDUCATION

Westfield State University, Westfield, MA

Bachelor of Science in Movement Science

December 2023

Concentration: Education

- GPA: 3.7/4.0

Licensure: Physical Education, Pre K-8 (*In Progress*)

- Passed MA Literacy and Communication Test for Educator Licensure
- SEI Endorsement

HONORS/AWARDS

Dean's List, every semester

Kappa Delta Pi Education Honor Society

President's Award for Excellence in Leadership

TEACHING EXPERIENCE

Practicum, **Highland Elementary School**, Westfield, MA

Sept. 2023-Dec. 2023

- Created lesson plans based on students' developmental needs and age levels.
- Taught skill themes, movement concepts, teamwork, and integrated activities.
- Assessed students' performance using physical fitness tests.

Substitute Teacher, **Westfield Public Schools**, Westfield, MA

Jan. 2021-May 2023

- Served as a substitute for various subjects within elem. schools in the district.
- Followed substitute plans, take attendance, and taught the current subject.

Pre-Practicum Teacher, **Mile Tree Elementary School**, Wilbraham, MA

Nov. 2020-Dec. 2020

- Observed classroom instruction and management.
- Taught lessons in skill themes, movement concepts and dance for 1st grade.
- Worked cooperatively with the physical education teacher.
- Developed case studies on specific students and modified approach accordingly.

RELATED EXPERIENCE

Open House Presenter, **Westfield State Univ.**, Westfield, MA

Oct. 2020-Dec. 2021

- Facilitated a variety of icebreakers and activities.
- Presented on coursework and teaching methods at the high school level.

Sports Counselor, **Camp Sargent**, Merrimack, NH

Summers 2018, 2019

- Taught games and activities to children aged 5-14.
- Created a 'Mini Olympics' involving running, obstacle courses, and relay races.

PROFESSIONAL AFFILIATIONS

American Alliance of Health, Physical Edu., Recreation, and Dance

Jan. 2022-Present

- Attended National AAHPERD Conference, April 2022
- Presented at Eastern District Association AAHPERD Conference, February 2022

National Association for Sport and Physical Education

January 2020-Present

CERTIFICATIONS

American Red Cross First Aid; Child and Adult CPR

Julia Johnson

1234 Main Street
Chicopee, MA 01013
jjohnson5206@westfield.ma.edu
(413) 572-5206

EDUCATION

Westfield State University, Westfield, MA
Master of Education in Educational Studies, Expected May 2022
License: Early Childhood, Pre K -2 (In Progress)
Passed all sections of MA Tests for Educator Licensure

Saint Anselm College, Manchester, NH
Bachelor of Arts in Psychology, May 2007

YOUTH EDUCATION EXPERIENCE

Student Teacher

Mile Tree Elementary School, Wilbraham, MA, January 2022 - Present
Fourteen week pre-practicum in a first grade classroom.

- Design and implemented literary lessons
- Facilitate guided reading, shared reading, and read aloud sessions
- Obtain and implement effective classroom management skills

Melody Hounds Instructor

Scantic Valley YMCA, Wilbraham, MA, September 2018 – December 2023

- Increased music awareness through instrument exploration, songs and rhymes
- Worked with children ranging from infants to 5 year olds
- Led integrated pitch exploration, activities and movement exercises to children and parents to nurture music appreciation

Fitness/Program Director and Instructor

Strafford County YMCA, Rochester, NH, August 2014 – September 2018

- Supervised and participated in all YMCA fitness programs including summer day camp, aquatics, aerobics, senior day trips, swimming lessons, youth summer sports camps and others.
- Integrated parent involvement with staff members to facilitate a community learning environment.
- Implemented health and safety procedures in accordance with YMCA and state licensing compliance guidelines.
- Designed promotional materials, brochures and marketing plans including member newsletter.
- Planned and implemented all youth and adult fitness programs for 400-members facility and off-site satellite locations.

ADDITIONAL EXPERIENCE

Marketing Assistant / Office Manager

Allen Financial Group, Windsor, CT, 2013 - 2014

Agent / Registered Representative

New York Life Insurance Company, Windsor, CT, 2007 – 2013

Jeffrey Gullia

1234 Main Street
Southbridge, MA 01550

Jgullia@email.net
413-572-5206

PROFESSIONAL PROFILE

Motivated educator with diverse experiences in elementary education, coaching, and community involvement. Strong comfort with Spanish language both spoken and written. Recognized for cultivation of relationships with diverse student populations and fostering parental involvement.

EDUCATION

Westfield State University, Westfield, MA

Master of Education in Elementary Education, May 2023

- **License: Elementary Education, 1-6 (License #: 12345)**
- **SEI Endorsement**

Assumption College, Worcester, MA

Bachelor of Arts, May 2021

Dual Major: Spanish & Psychology Minor: Education

- GPA: 3.89/4.00
- Graduated *summa cum laude*

TEACHING EXPERIENCE

1st Grade Practicum, Milton Bradley Elementary School, Springfield, MA Spring 2023

- Actively participated in a multicultural classroom with at-risk youth
- Provided individual assistance to students of various ability levels
- Designed and taught two lessons on literacy
- Modeled the reading process for students through read-alouds
- Assisted in individual assessment of students
- Applied classroom management techniques

RELATED EXPERIENCE

Academic Support Center, Assumption College, Worcester, MA

Head Tutor 2019-2021

Private Tutor 2019-2021

Spanish and Psychology Tutor 2018-2021

Peer Tutoring Club Member 2018-2021

- Obtained National Master's Level Certification
- Provided academic assistance to secondary and college students

Assumption College, Recreation Department, Worcester, MA

Soccer Camp Counselor Summers 2018-2020

PROFESSIONAL AFFILIATIONS

New England Peer Tutor Association, Member	2019-2021
<ul style="list-style-type: none"> Facilitated conference presentation "Discipline Specific vs. General Writing Tutors" Assisted in research for conference presentation "When Tutor-Tutee Expectations Clash in an ESL Tutorial" 	

LANGUAGE SKILLS

Strong understanding of the written and spoken Spanish language

COMMUNITY INVOLVEMENT

Student Athlete Advisory Committee (SAAC), Assumption College	
<i>President</i>	2020-2021
<i>Vice President</i>	2019-2020
<ul style="list-style-type: none"> Organized fundraising of \$4,000 for Make A Wish Foundation Helped initiate and organize "Kids on Campus Day" Helped organize and fundraise for "Coats for Kids" Project 	
Volunteer Coach, Worcester Youth Soccer U12	2019
Volunteer at Kid's Café Boys & Girls Club, Inc. of Worcester	2014, 2018
Volunteer at Belmont Community School Reading Days	2013-2014
Volunteer, Special Olympics	2013

ACCOMPLISHMENTS

Boston Marathon	2021
<ul style="list-style-type: none"> Raised \$2,000 for Make-A-Wish Foundation 	
NCAA Post Graduate Scholarship	2021
Men's Soccer First Team All American	2021
Northeast 10 Defender of the Year	2021
Omicron Delta Kappa (National Leadership Society)	2020-2021
Augustinian Merit Scholarship (Voted by College Faculty)	2020-2021
CoSida Academic All-Region	2019-2021
Men's Soccer Team Captain as Junior and Senior	2019-2021
Dean's List	2018-2021

Reference Page Sample (Separate Document from Resume)

References can be your supervising practitioner, cooperating program supervisor, previous employers (preferably in jobs where you worked with children), professors, or other professionals who can attest to your teaching abilities.

JAKE JOHNSON

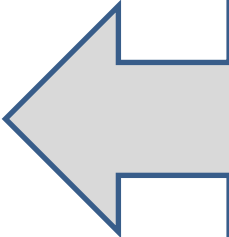
902 Jones Street • West Springfield, MA 01089
(413) 572-5206 • jjohnson@email.net

REFERENCES

Mr. Timothy Beebe
Current Supervisor
Executive Director
Boys Club of Worcester
1125 State Street
Worcester, MA 01111
(413) 788-8419
Tim.Beebe@boysclubworchester.com

Dr. Samantha A. Riley
Faculty Advisor
History Department, Faculty Member
Westfield State University
577 Western Avenue
Westfield, MA 01086
(413) 572-2135
sriley@westfield.ma.edu

Mr. Robert M. Sanchez
Supervising Practitioner
Highland Elementary School
222 Main Street
Westfield, MA 01086
(413) 598-3128
rdsanchez@email.com



3-5 professional references are standard. Make sure to ask your references for permission before listing them and keep them informed about your job search, especially if you have interviewed for a position. They will most likely be called for a reference check after an interview. Also, be sure to obtain summer contact information!

COVER LETTERS

A cover letter...

- Serves as your introduction to the employer
- Expresses your interest in being considered for a position
- Provides you with the opportunity to highlight how your skills and qualifications match those necessary to perform the position
- Captures the employer's attention and interest in reading your enclosed resume

An effective cover letter does not repeat or summarize your resume, but makes the reader want to learn more about you. **Every resume** should be accompanied with a cover letter, even if it's not listed as a required component of your application.

BASIC LETTER WRITING RULES

Address the letter to a specific person

- ✓ If you do not have a name, search the school website or LinkedIn for a Human Resources contact.
- ✓ Avoid the greeting "To Whom It May Concern". As a last resort, use "Dear Search Committee" or "Dear Human Resources Director" if a specific contact person isn't identified.

Research the school carefully

- ✓ Be sure to include why you want to work for this particular school and/or district.
- ✓ Demonstrate that you appreciate and understand the school's mission, goals and population.

Do not simply restate what is on your resume

- ✓ Think about the skills necessary to do the job for which you are applying and highlight an example or two best demonstrating how your skills and background directly match the specific job requirements. Examples of key issues to consider including: parental involvement, classroom management, state standards, diverse learning styles, etc.
- ✓ Confidently express what you can offer to the team, not what the opportunity will offer you.

Tailor each cover letter to each employer

- ✓ Make each letter unique. Utilize the job description and school website to identify the necessary qualifications, unique attributes of this school, and main responsibilities for this particular role to incorporate into your letter.
- ✓ What do you know about this particular school and how do your skills and qualifications match the specific needs of the position? Consider experiences you've gained working with this population of students or in a similar environment and make that connection for the reader.

Limit the letter to one page and avoid spelling and grammatical errors

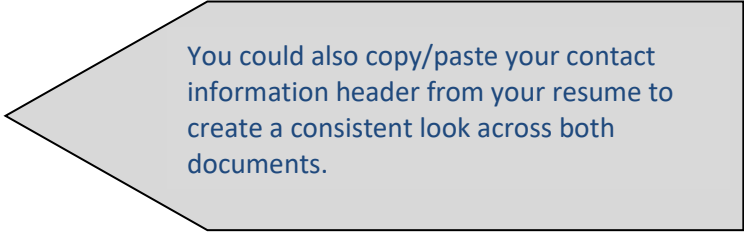
- ✓ Avoid excessive use of "I" when starting sentences.
- ✓ Print on high quality paper to match your resume.
- ✓ Be sure to sign your name on each cover letter, unless submitting electronically.

Professional Communication

- ✓ Use this opportunity to ensure your voicemail message and email address are professional!
- ✓ Clearly state your name in your message and remove any ring back tones. Your email address should include your name@domain.com.

COVER LETTER FORMAT

Your Street Address
City, State Zip Code
Your Phone Number
E-mail (optional)



You could also copy/paste your contact information header from your resume to create a consistent look across both documents.

Date
(Skip 2 lines)

Contact Person's Name
Title
School Name
Street Address
City, State Zip Code
(Skip 1 line)

Dear Mr./Ms./Dr. Last Name: (Use title if name is not available)
(Skip 1 line)

Paragraph 1: State why you are writing and identify the position in which you are applying. Include why you are interested in this particular position and working for that specific school and/or district. If relevant, address how you learned of the opportunity. (If you are writing at the suggestion of someone who knows the addressee, this is a good place to say so).

Paragraph 2: Briefly state the specific work that interests you and detail the relevant qualifications you offer. Spell out exactly how your experiences, skills, and education fit the position and can benefit the team. Cite specifically what you know about their school's curriculum, student population or recent initiatives. Avoid general statements about your experiences or the school.

Paragraph 3: Close the letter by thanking the reader for their attention or consideration and stating the next course of action. Indicate that you will follow up with your application (and then do it!). Refer the reader to any documents you have enclosed (resume, references, letters of recommendation, etc.). Provide the employer with your phone number so that they can reach you.

(Skip 1 line)

Sincerely,

(Skip 1 line)

Type Your Name

Ayanna E. Rivera
1000 Bay Side Road
Westfield, MA 01085
(413) 572-5206
ayannarivera@email.net

July 12, 2023

Mr. Joseph Dupelle
Administrator of Special Education and Student Support
Westfield Public Schools
22 Ashley Street
Westfield, MA 01085

Dear Mr. Dupelle:

The Westfield State University Career Center notified me of a current vacancy in your system for a Special Education Teacher. I am very interested in the position and would like to be considered for your opening. I graduated from Westfield State University with a Bachelor of Science in Education and a dual major in Psychology and Special Education. I believe the skills I have obtained in my academic work in addition to my classroom experiences make me a good fit for the Special Education position within your school district.

With my certification in Special Education completed, along with several courses at the graduate level, I have had the opportunity to challenge myself in working with special education students who were mainstreamed into my fourth grade classroom at Franklin Avenue Elementary School. During my time student teaching, I also had the opportunity to incorporate a learning center environment based on student needs, and utilized activity centers for individualized and small group instruction. These efforts helped to improve student achievement and stimulated interest in learning.

With your large multicultural student population, you may also be interested in the fact that I have worked with students of varied ethnic, social and economic backgrounds. My experience includes both urban and rural teaching environments. Also, I have worked closely with the YMCA's after-school program and enjoyed the challenge of designing recreational and social activities that stimulate out-of-classroom learning and enjoyment.

I am enclosing my resume, a completed application and a copy of my certification. I would welcome the opportunity to meet and discuss this position in greater detail. Feel free to contact me to set up an interview at your convenience at (413) 572-5206. Thank you for your time and consideration.

Sincerely,

Ayanna E. Rivera

Randy J. Watson

10 Magnolia Terrace • Pittsfield, MA 01028

(413) 572-5206

rjwatson@email.net

April 18, 2023

Mr. Mike Thomas, Interim Superintendent
Brockton Public Schools
43 Crescent Street
Brockton, MA 02301

Dear Superintendent Malone:

William Thomas, a former instructor in your district and currently my supervising practitioner, suggested I contact you about the opening for an elementary educator for the coming academic year. I will receive my Bachelor of Science in Elementary Education in May and believe that my practicum and academic experiences would make me a good fit for this position.

I was excited to learn that you are a growing district with a strong commitment to team teaching and open classroom environments. My student teaching experience in the Springfield Public Schools incorporated this exciting approach. I participated with three other teachers to target students' needs in math and English. We developed small group instruction and individualized centers to reach our objectives. I was able to utilize my solid foundation in computers in our classrooms to assist students on an individual basis.

As you can see from the attached resume, I have demonstrated a strong interest in teaching through academic and classroom experience. I have held a number of part-time and summer positions in the educational/recreational field that have helped me develop my professional skills. I look forward to sharing my enthusiasm, training and experience in the Brockton Public School District.

I would welcome the opportunity to talk with you further about the available elementary educator position and can be reached at (413) 572-5206. Thank you for your time and consideration.

Sincerely,

Randy J. Watson

LETTERS OF INQUIRY

A letter of inquiry (or letter of interest)...

- Expresses your interest in an employer and/or employment opportunity without referencing a job posting (typically because there are no positions currently posted or immediately available)
- Includes similar qualities and template to a cover letter, but without addressing a specific position or posting

LETTER OF INQUIRY FORMAT

Your Name
Street Address
City, State, Zip Code
Phone Number
E-Mail (optional)

(Skip 1 line)

Today's Date
(Skip 2 lines)

Contact Name
Title
School System/Organization Name
Street Address
City, State Zip Code
(Skip 1 line)

Dear Mr./Ms./Dr. Last Name: **(Use Title if name is not available)**

State your hope to be considered for any positions that may become available at the organization and why you are interested in working for the company. If you are writing at the suggestion of someone who knows the addressee, this is a good place to say so.

Tell them what your status is now and why you feel you would be especially well qualified for this position. This paragraph should include one or two brief sentences that emphasize your strengths as they relate to the field in which you are interested. If possible, it is always nice to personalize your letter by saying something positive about the reputation of the organization, its accomplishments, and how you fit with their company.

Refer the reader to any enclosed documents (resume, writing samples, etc.) and inform them of the manners in which you can be contacted (email, phone). If you plan to follow up, indicate your plan of action here. Close the paragraph by thanking the reader for their time and consideration.

(Skip 2 lines)

Sincerely,

Type Your Name

Teacher Sample Letter of Inquiry

25 Apple Orchard Way
Albany, New York 10091
ccmitchell@email.net

June 18, 2023

Ms. Paula Ceglowski
Director of Human Resources
Westfield Public Schools
94 North Elm Street, Suite 101
Westfield, MA 01085

Dear Ms. Ceglowski:

I am interested in joining Westfield Public Schools as an Elementary Teacher (Grades 1-6) and ask that you consider my application for any anticipated openings. I earned my Bachelor of Science in Elementary Education in May 2023. I will receive an Advanced Provisional Licensure from the Commonwealth of Massachusetts.

I have been a substitute teacher in the Holyoke Public School System since December of 2021. Some of the qualifications I can offer your school system are:

- Worked closely with grade level teachers to enhance grade level (K-3) curriculum in Language Arts and math.
- Taught students through active learning and appreciation; communicated with parents through school visits; prepared report cards; administered citywide tests.
- My passion to make a difference in students' lives by showing and teaching respect and building their self-esteem.

My teaching experiences have prepared me to work in a wide variety of multicultural classrooms and to enhance the experience for all children. I am able to utilize my solid foundation in education to assist students on an individual basis. As you can see from the attached résumé, I have demonstrated a strong interest in teaching through academic and classroom experience.

I have held short-term and long-term teaching positions that have helped me develop my professional skills. I look forward to sharing my enthusiasm, training and experience in the Westfield Public School System. I would welcome the opportunity to discuss my unique qualifications and can be reached at (413) 572-5206. Thank you for your consideration.

Sincerely,

Christina C. Mitchell

JOB REQUIREMENTS	MY SKILLS