

Teacher Cover Letter Worksheet

Step 1 – Research the school/organization

Research the school's website and write down information related to their mission, values, and goals.

Mission: _____

Values: _____

Goals: _____

Why are you excited about this school and position?

Step 2 – Research the position

What specific skills are required for this position?

Example: "Ability to organize and manage classroom to create engaging learning conditions" (i.e. organization and management skills)

Required Skill: _____

Required Skill: _____

Required Skill: _____

Step 3 – Identify why you are an ideal candidate

List three of your specific experiences or accomplishments that highlight the requested skills listed above.

a) _____

b) _____

c) _____

Step 4 – Create a draft of your letter for review

- a) Review format and guidelines in the cover letter template below (a step-by-step cover letter writing guide).
- b) Keep your cover letter brief. It should not be more than 1 page in length.
- c) Proofread and spell check your letter.
- d) Have someone review and critique your cover letter before you send it (or email it to Career & Professional Development by attaching your document in Microsoft Word format to careers@wgu.edu).

Teacher Cover Letter Template

Your full name
Your address
Your city, state, zip code

Full Date (January 10, 20xx)

Employer's full name and title (or organization)
Employer's full mailing address
Employer's city, state, zip code

Dear Mr. / Ms. Last Name, (you can find out the name of the recipient by researching the school/district website or by calling the school/district to ask).

Introduction (1 paragraph total – 3 to 5 Sentences):

- State why you are writing, name the specific position you are applying for, and express your enthusiasm for the position.
- Highlight that you have done your research, and share why you are interested in this specific teaching position.

Middle Paragraphs (1 or 2 paragraphs total – 3 to 5 sentences per paragraph):

- Review the job description and school website for information on areas to highlight in this section.
- Highlight how your qualifications make you uniquely prepared to help the school or organization achieve success (What is the school improvement plan? What is the school mission statement? What are the school goals? Do they need to improve their literacy goals? Did their state math scores drop? How does hiring you help them achieve their strategic vision and move this school forward?).
- Focus on specific experiences and skills, rather than colleges/universities that you have attended.
- Refrain from repeating content that is already on your resume.

Conclusion (1 paragraph total – 3 to 4 Sentences):

- Restate your interest in the position (e.g., I am excited about the opportunity to...), and offer to interview at the employer's convenience.
- Refrain from telling the employer that you will contact them to schedule an interview.
- Provide one phone number to reach you.
- Thank the employer for their time and consideration.

Sincerely,

Your Signature (unless emailed)
Your name typed