

SAMPLE COVER LETTER FOR EDUCATORS – SHU CAREER SERVICES

Senders Name
123 Street Address
City, ST Zip

Date

Mr. John Doe, Principal
Belmont Public High School
123 Main St.
Belmont, MA 02347

Dear Mr. Doe:

I understand that Belmont Public High School will have an opening for a secondary English teacher for the 2008-2009 academic year. I will be graduating from Siena Heights University in May of 2008 as a certified secondary English teach and am eager to begin my career. I hope you will take a few moments to review my credentials in consideration for the open English position.

Belmont's reputation for excellence in education is well known. In addition to my strong professional qualifications, you will find that I also have intangible personal qualities. Among my qualifications are:

- Field experience (grades 9-12); successful experience planning and delivering integrated lessons that sparked students' interest, creativity, and desire to learn
- Highly effective classroom-management style that creates an environment in which all students can learn
- Coached volleyball and soccer for junior varsity and varsity girls.
- List any other significant experience that will grab the employer's attention.

I look forward to meeting with you to further discuss my candidacy for this open position in Belmont Public High School. I am available to meet at your convenience. Thank you in advance for considering my credentials.

Sincerely,

Mary T. Smith

Enclosure: Resume