

---

---

## EMILY ELEMENTARY

---

---

221 College Street ♦ Wayne, NE 68787 ♦ (402) 375-1000 ♦ [emeleme1@wsc.edu](mailto:emeleme1@wsc.edu)

---

---

[Today's Date]

Mr. Tom Jones  
Superintendent  
Maple Public Schools  
RR 1, Box 55  
Maple, NE 03030

TIPS:

- Cover letter should be sent with resume.
- Use Arial or Times New Roman Font, size 12 (should match resume)
- Top margin and side margins should be 1 – 1 1/2 inches.
- Final draft should be printed on paper matching the resume (20-24 lb).
- Use positive, upbeat statements.
- Avoid starting several statements with “I”.
- No longer than 1 page, write concisely.
- Keep a copy for your records.

Dear Mr. Jones:

Please accept this letter and the enclosed resume as my application for the Kindergarten through Sixth Grade Teacher position at Maple Public Schools for the [insert school year] school year. I am also interested in any extra assignments in the area of cheerleading or dance.

The education program at Willow College, combined with my student teaching and teacher assistant training, have provided me with a wide and varied background of teaching experiences. During my student teaching experience in Kindergarten and First Grade, I found myself enjoying a successful experience as an educator, and I also felt extremely comfortable working with the administration and faculty. My ability to be caring, enthusiastic, and an innovative teacher was greatly enhanced by this experience, and I would be excited to bring this enthusiasm to your school. The enclosed resume will provide you with additional information regarding my qualifications.

Thank you for considering me as a candidate for an interview with your school. I will contact you the week of November 24 to answer any questions. If you need to reach me before then, please contact me at (402) 222-2222.

Sincerely,

[your signature]

Emily Elementary

Enclosure