

**The heading of your cover letter should match your resume heading.**

May 17, [year]

Ms. Jane Doe  
Principal  
Wayne High School  
1111 7<sup>th</sup> Street  
Wayne, NE 68787

Dear Ms. Doe:

**First Paragraph.** In the initial paragraph, state the reason for writing the letter, specify the position or type of work for which you are applying and indicate from which resource (friend, website, news media, career center) you learned of the opening or received his/her/their name. You may also state that you are interested in extra duties (coaching opportunities sponsor/advising for various clubs or yearbook, etc.)

**Second Paragraph.** State why you are interested in the position, the school district and, above all, indicate what *you* can *do* for the district. Point out specific qualifications or experiences resulting from your student teaching, practicums or other related experiences that make you a good candidate for their district. Highlight your strengths and achievements and state how they qualify you for the position. Provide details and explanations that may not be found on your resume. Do not inquire about what the school district can offer you. Refer the reader to the enclosed resume or employment application that summarizes your qualifications, teaching experiences, and other related employment/experiences that qualify you for the position. Assure the employer that you are the person for this teaching position!

**Concluding Paragraph.** State that you have included your resume and credential file which further highlights your qualifications. Initiate the next follow-up whenever possible, i.e., "I will call you during the week of..." This puts the ball in your court and gives you the opportunity to follow up with the district checking to see if your file is complete and to see where they are in the hiring process. Indicate your flexibility, repeat a phone number (or add a different number where you can be reached during certain hours, if appropriate), and offer any assistance necessary to help obtain a speedy response. Conclude by thanking them for considering your application and show that your excitement about hearing from them.

Sincerely,

Jane H. Smith

Enclosures      (You will be including your resume, possibly your credential file and district application as well as any other application materials requested by the district)