



## Cover Letter Sample

(same heading as your resume)

Name  
Address  
Phone number  
Email

Date of Writing

Contact Name (only if known)  
Title of Contact (only if known)  
Name of District/School/Organization  
Street Address  
City, State, Zip Code

Dear Mr. or Ms. or Selection Committee:

State the purpose for writing: the name and number of the position (if applicable), school, district. Be specific. Explain your source of information, how you heard about the position/school/district or organization.

Summarize your qualifications which are of greatest value to the employer. Cite relevant education (including credential information) and experience. Highlight specific skills, competencies, and interests as they relate to the duties and responsibilities of the position. State your interest in the particular school/district/organization and your passion for this type of work.

Thank them for looking at your application materials and for considering you for a position. Request the next step in the employment process. Refer to the application or resume you have enclosed. Suggest a date and time for an interview at the convenience of the employer. Indicate that you will follow up on your application materials by telephone and make sure you follow through.

Best Regards,

(your signature in black ink)

Your Name Typed  
(Legal Name, no abbreviations)

Enclosure: Resume or Application



## Cover Letter Sample

Ima Teacher  
1264 School Court  
Sacramento, CA 95498  
(916) 111-2222  
imateacher@yahoo.com

March 29, 2007

4<sup>th</sup> Grade Teaching Position-Bret Harte Elementary School (123-456)  
Sacramento City Unified School District  
5735 47<sup>th</sup> Avenue  
Sacramento, CA 95824

Dear Selection Committee:

This letter is in regards to the 4<sup>th</sup> Grade Teaching Position at Bret Harte Elementary School. Currently, I am in my final semester in the Credential Program at California State University, Sacramento and will receive my SB 2042 Preliminary Multiple Subject with English Learner Authorization Credential in May 2007.

The qualifications and strengths I bring to this position include:

- SB 2042 Preliminary Multiple Subject with English Learner Authorization Credential expected May 2007
- Experience teaching diverse and multicultural student populations at the elementary school level
- Background in program development and working with Kindergarten-8<sup>th</sup> grade youth
- Excellent oral and written communication skills

I believe that my experience with children in education, ability to connect with students and parents, and desire to help students be successful in school make me an ideal match for this position. As a Sacramento native, I am familiar with the schools and student population in the area and I want to give back to the community what I received.

I look forward to speaking with you further about this position. I can be reached by phone at (916) 111-2222 or by email at [imateacher@yahoo.com](mailto:imateacher@yahoo.com). Thank you for your time and consideration for the position.

Best Regards,

(signature in black ink here)

Ima Teacher

Enclosure: Resume