

Teacher Cover Letter
Content Format

Your Name
Your Address

Today's Date

Name of Administrator
Name of School District
School Address

Dear Name of Administrator:

State the purpose of the letter (to be considered for any positions that may become available, or for a specific position that has been advertised.) You may also let them know how you heard about the position if you are applying for a specific position.

Tell what your status is now, and why you feel you are qualified for this position. (This is your opportunity to tell them about one of your strengths.)

Include one or two brief sentences that emphasize your passion for teaching and your love for kids. Possibly use a brief version of your philosophy of education.

If you can, personalize your letter by saying something positive about the community or school district and why you would like to work there. (When you call to get the name of the person to whom the letter should be sent, ask if the district or city has a web address. If so, this will tell you what the city and district have to offer).

Let them know that you have arranged to have a copy of your placement file forwarded to them. Thank them for their time and consideration.

Sincerely,

Signature

Your Name