

## WRITING A COVER LETTER

Your cover letter expands on the experiences listed in your resume and makes the connection between your skills and the school's needs. The cover letter should also illustrate how **YOU are the best fit** for the position, so it is important to research each school before sending your letter.

Content	Style
<ul style="list-style-type: none"><li>❖ Demonstrate familiarity with the school.</li><li>❖ Share your accomplishments.</li><li>❖ Expand on your resume, rather than repeat its content.</li><li>❖ Address why you want to teach at the school.</li><li>❖ Tell your reader why you are the best candidate for the position.</li></ul>	<ul style="list-style-type: none"><li>❖ Cover letter should be concise: 1-2 pages.</li><li>❖ Limit your letter to 3-4 paragraphs.</li><li>❖ Use Times New Roman, Arial, or Garamond fonts.</li><li>❖ Keep font size between 10-12 point.</li><li>❖ Have someone proofread your cover letter.</li></ul>

### A Basic Three-Paragraph Cover Letter\*

#### **Paragraph 1: Introduce Yourself**

- Introduce yourself - explain who you are, the position for which you are applying, and how you found out about the position. (*Ex: I am writing to apply for the English position at Grey Middle School. My name is Jane Smith, and I first learned about this opening through the Open Market Hiring System.*)
- Explain why you are specifically interested in this school. This will require research about the school structure, student populations, and any special programs or initiatives offered by the school. (*Ex: I believe that double-blocking math A for 9th graders is a great opportunity for low-performing students to catch up to grade level.*)

#### **Paragraph 2: Sell Your Experience**

- Explain that you are a certified and experienced NYC teacher, and provide your area(s) of licensure. (*Ex: I have **12 years of experience** teaching both math and general science to students in grades 6 through 9 in New York City public schools.*)
- Explain the qualities and qualifications that will make you successful in the position to which you are applying. Use this opportunity to refer to and expand upon specific points on your resume. (*Ex: As indicated in the enclosed/attached resume, I have served in a **leadership capacity** in my previous school.*)
- Emphasize your strengths with examples, but do not summarize or repeat your resume. Demonstrate how your past experience and achievements will be valuable assets to the school at which you are applying.

#### **Paragraph 3: Ask for an Interview**

- *Propose a follow-up.* Indicate that you would like to follow up by visiting the school; you may also offer to teach a demonstration lesson. As principals are extremely busy, you may wish to make yourself available at their convenience.
- Thank the principal and reaffirm your interest in the position.

## Sample Cover Letter

March 29, 2010

Dr. Betty Johnson  
Principal  
High School for Creative Learners  
123 Main Street  
Bronx, NY 10754

Dr. Betty Johnson:

I read with great interest on New York City Department of Education's website your job announcement for a high school Chemistry teacher at the High School for Creative Learners. I believe my experiences will be an added benefit to your new administration.

I am currently a third year Chemistry teacher at Manhattan High School. I have worked intensively with low-performing 9th and 10th grade ESL students as they make strides to meet New York State graduation requirements. I am pleased to say that 100% of my students have taken and excelled on the State exam. Some of my students have gone on to take AP science courses with great success. I am in the process of transferring to a different school and welcome the opportunity to use the skills I have acquired at Manhattan High School and put them to use in your second year small learning community. I have attached a copy of my resume for your review which highlights my achievements both in and outside of the classroom.

If my education and experiences are of interest to you and the position for a high school Chemistry teacher is still available, please contact me at (646)123-6543. If given the opportunity, I am sure I will prove to be an asset to your staff. Thank you in advance for your consideration and I welcome the opportunity to interview for the position.

Sincerely,

Lisa Adams