

SAMPLE COVER LETTER

(Your) Mailing Address
(allow 2 lines for address)
Date

Name, Title
School System
Mailing Address

Dear _____:

First Paragraph. In your initial paragraph, state the reason for the letter, name the specific position or type of work for which you are applying, and indicate from which source (career center, news media, friend, professor) you learned of the opening.

Second Paragraph. Indicate how your educational philosophy correlates with the school system's mission and goals. If you are a recent graduate, explain how your academic background makes you a qualified candidate. Try not to repeat the same information the reader will find in the resume.

Third Paragraph. Refer the reader to the enclosed resume and application form which summarizes your qualifications and experiences.

Final Paragraph. In the closing paragraph, indicate your desire for a personal interview and your flexibility as to the time and place. State your phone number in the letter. Finally, close your letter with a statement or question which will encourage a response. For example, state that you will be in the city where the school system is located on a certain date and would like to set up an interview. Or, state that you will call on a certain date to set up an interview.

Sincerely,

Signature
Type Name

Enclosure (Always send a resume with your letter.)

[Adapted from **Employment Guide for College Seniors**, Simsbury Management Group.
Copyright, Simsbury Management Group, 1989.]

[See: 2008 **Job Search Handbook for Educators.**]