

STUDENT TEACHING - LETTER OF APPLICATION OR COVER LETTER (South of HWY 10)

(DO NOT TYPE THIS ON THE TOP OF YOUR LETTER)

(No Name Here)

Your Address

City, State & Zip

Date of Writing

Mr. Tom Jones, Principal (Recruiter Name and/or Title)

Bemidji School District (School District Name)

1234 Success Boulevard

Bemidji, MN 56601

Dear Mr. Jones: (Dear Recruiter or Dear Principal, if no name is given)

FIRST PARAGRAPH: Tell what you are applying for, name the position (student teaching) State why you believe you are an excellent candidate. Do not write a specific grade level as it may not be an option at that school and it may or may not qualify you for a license per PELSB.

SECOND PARAGRAPH: List your degree and when you anticipate receiving it. Also mention your teaching area. State why you are interested in working for this specific school district. If you have had experience, be sure to point out what achievements you have accomplished in your field. If there is a success story you can provide while working with children use it. Key verbs to keep in mind as you create your student teaching cover letter: advocated, coached, collaborated, facilitated, guided, motivated, prevented, resolved, simplified, and supported. Use the latest education “buzz” words (2023- forms of equity, SEL, Culturally responsive teaching...etc.)

THIRD PARAGRAPH: Refer the reader to the attached resume which gives a summary of your qualifications; training, interests, and experience. Also, note you have included a copy of your self-managed credentials. If you need additional information, please contact me. Have an appropriate closing to pave the way for the interviews by asking for an application form, by giving your name and phone plus work numbers, or by offering some similar suggestion of an immediate and favorable reply. Always leave on an upbeat note. Example: “I look forward to hearing from you soon.”

Sincerely,

Sign Your Name Here

Your Name (Typed)

Enclosure(s): Resume & All About Me

When answering a full-time teaching opening, make sure to cover all the points requested in the ad in exactly the order asked, since some employers make it a point to use this as a test of the applicant's ability to follow instructions precisely or see if a candidate meets the basic requirements.

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To Whom it May Concern:

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