LETTER OF APPLICATION OR COVER LETTER
(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)
1230 Irvine Avenue
Bemidji, MN 56601

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

FIRST PARAGRAPH: Tell why you are writing, name the position (grade levels/subject) for which you are applying and tell how you heard of the opening. State why you believe you should be an excellent candidate here.

SECOND PARAGRAPH: List your degree and when you received it. Also mention your teaching area. State why you are interested in working for this school district and specify your interest in teaching this level. If you have had experience, be sure to point out what particular achievements you have accomplished in your field. If there is a success story you can tell about student teaching, use it.

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

When answering an advertisement, 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.