



New Teacher Cover Letter Resource

What to include in your cover letter

- Academic background
 - Highest degree & certificates earned
- Describe your student teacher experience
- List your teaching skills and specialties
 - Discuss key technical skills for teachers, such as managing classrooms and developing personalized lesson plans
- Highlight achievements in previous roles
 - Use quantifiable data if possible
- Describe your experience with technology
 - Show your ability to help students use available learning tools
- Why are you a good match?
 - Discuss your values as a teacher and how they align with the school's mission

Tips for writing a teacher cover letter

- Be clear & concise
 - Avoid using unnecessarily flowery language
 - Keep it to one page
- Include keywords
 - Incorporate keywords from the job description
- Express enthusiasm
 - Convey enthusiasm for the role and your eagerness to contribute to the school
- Review and edit
 - Check for clarity, coherence, and grammar



Cover Letter Example

[Date]

[Principal's Name]

[School Name]

[School Address]

[City, State, ZIP Code]

Dear [Principal's Last Name],

I am writing to express my enthusiastic interest in the [Subject/Grade Level] teaching position at [School Name], as advertised on your school's website. With a Bachelor's degree in [Your Degree] and a passion for fostering a positive and inclusive learning environment, I am eager to contribute my skills and dedication to your institution.

During my time at [Your College/University], I gained valuable classroom experience through my student teaching placements. These experiences equipped me with the ability to create engaging lesson plans that cater to diverse learning styles and promote active student participation. I am well-versed in integrating technology into the classroom to enhance the learning experience and foster 21st-century skills.

I am particularly drawn to [School Name] because of its reputation for academic excellence and commitment to fostering a supportive learning community. I am impressed by the school's dedication to providing a well-rounded education and its emphasis on creating a positive and inclusive environment for both students and educators. [Insert example here].

My student teaching experiences have allowed me to develop strong communication and collaboration skills. [Insert example here]. I am confident in my ability to work effectively with colleagues, parents, and administrators at your institution to create a collaborative and supportive educational community.

I am excited about the opportunity to contribute to the success of [School Name] and to make a positive impact on the lives of my future students. I look forward to the possibility of discussing how my skills and passion for teaching align with the goals of your school. If you would like any additional information, please do not hesitate to contact me. Thank you for considering my application.

Sincerely,

[Your Full Name]