

COVER LETTER DESCRIPTION

A separate cover letter must be written for each position. Cover letters accompany mailed/emailed résumés or those dropped off at a school office.

Your Street Address
City, STATE, Zip Code
Today's Date

Dr. Paul Alexander
Director of Human Resources
City Central High School
179 Main Street
Weston, IL 62082

Dear Dr. Alexander:

YOUR OPENING PARAGRAPH SHOULD AROUSE THE READER'S INTEREST:

Why are you writing the letter?

- State that you are interested in a specific position and indicate how you found out about the job.

What interests you in working for this school/district? (Visit the district/school website before writing this part; refer to school's on-line report card)

- Is there an opportunity to continue your work in a certain area?
- Did you student teach there?
- Is this a specific type of school or community that is of special interest to you?
- Does the community offer something unique?

YOUR MIDDLE SECTION SHOULD ADDRESS THE DISTRICT'S HIRING NEEDS:

What makes you the best candidate for the position?

- Be as specific as possible about what you can do. Don't make the reader try to guess.
- Emphasize educational accomplishments, experiences, and special skills that will separate you from other candidates. What makes you unique?

YOUR FINAL PARAGRAPH IS THE CLOSURE:

Example:

- The enclosed resume provides a more detailed description of my background. Thank you for considering my qualifications. I look forward to your response and to the possibility of meeting with you in person.

Cordially,

(Signature)

Your Name