

The Application Process

Tips for a Successful Cover Letter

- **Personalize the letter**
Use the name of the district and the person who is doing the hiring whenever possible. If you use parts of the letter as a template, be sure to review it carefully and change the names from previous letters!
- **Proofread for perfect grammar and spelling.**
Before mailing have someone carefully edit and check for errors.
- **Limit the cover letter to one page.**
Emphasize your teaching experiences, special interests, and reasons you are the best candidate for the district.
- **Include your *permanent* address, phone, and e-mail.**
You may be in transition, so make sure the address you list is one that you would consider permanent. Change your voice mail or answering machine if it is not appropriate.
- **Refer to your teacher portfolio.**
At the end of the letter state that you have a teacher portfolio and would be happy to share it at an interview. This is a “hook” to create interest to gain an interview.

Sample Outline for a Cover Letter

Paragraph 1	<ul style="list-style-type: none">• Why you are writing this letter, i.e., in response to a posting or exploration of possible position that may be open in the near future.• What you already know about the district via the Internet or other connection and why it is a match for you.
Paragraph 2	Your interest in becoming a teacher, i.e., beliefs about teaching.
Paragraph 3	Teacher preparation program, qualification and student teaching experience
Paragraph 4	Request interview, refer to enclosed resume, refer to portfolio available at interview, and include a thank you.

Resume

Your resume should be no more than two pages on either white or off-white paper. Design a resume format that is uncluttered and easy to read. Remember, you may be one of hundreds applying for a position and you want to have your material read. Clear and concise is always better than a wordy narrative. Look for the “white space” to see how your layout appeals to the eye. Review sample copies of resumes available in your career

center or field office. Ask students who have recently completed the job search to share their resume formats with you.

Possible Heading for an Educational Resume

Name _____ **Current Address** _____
Permanent Address _____ **E-mail** _____

Check the headings that you would consider for your resume.

- Professional objective
- Education (undergraduate, graduate)
- Teacher preparation Courses (highlight special ones that make you different)
- Teaching Experience (pre-practicum, student teaching, other)
- Related Experience
- College Activities
- Leadership Skills
- Volunteer Experience
- Language Proficiency
- Honors and Awards or Achievements
- Computer Skills
- Portfolio
- References available upon request.

Don't include personal data, such as age, height, family status, or a photograph on a resume.

Do list experiences in reverse chronological order?