

SAMPLE COVER LETTER
(for student seeking initial certification)

101 Flower Boulevard
Metro, Nebraska xxxxx *return address*
March 2, 20xx

Ms. Darla Brown, Principal
Little Kid Elementary School *inside address*
34 North First Street
Closeby, Nebraska xxxxx

Dear Ms. Brown: *salutation*

I wish to apply for the position of Fifth Grade Teacher in your school as listed in the February 26, 20xx edition of the Lincoln *Journal Star*. In May of 20xx, I will receive a Bachelor of Science degree with an endorsement in Elementary Education from the University of Nebraska-Lincoln.

Paragraph #1 is specific about position and qualifications

This semester I am student teaching at Pit Bull Elementary School where the assignment involves team-teaching Language Arts to fifth and sixth-graders. This assignment requires that I teach reading, writing, spelling, and basic journalism skills. The journalism aspect focuses on the development of a newsletter composed on computer in our classroom and circulated to students' families. I act as the editor of the newsletter, interacting with each student as he/she writes articles for the newsletter. As my resume notes, I also volunteer regularly with the Metro Literacy program as an English language tutor to non-English speaking residents. This experience has been very helpful for me as I currently have seventeen non-native English speakers in my student teaching classroom. My classroom experience and tutoring skills enable me to work with students of all levels of abilities and diverse backgrounds. I feel that these qualifications, plus my basic reading and speaking skills in Spanish, would help me to work well with your fifth grade Language Challenge curriculum. *Paragraph #2 does the "tell and sell" to market the applicant*

I believe that my energy, education, and experience combine to make me a viable candidate for your position. I have enclosed my letters of recommendation as you have requested. My application for Nebraska teacher certification has been filed. I look forward to completing any further application materials that your school may require as well as the opportunity to meet with you for a personal interview at your convenience. My phone number and e-mail address are listed on the enclosed resume.

Paragraph #3 leads the reader out of the letter with notification of pertinent information included.

Yours truly,

James N. James

Enclosure