



Candidate Resources

Writing a Cover Letter for Educators

TEACHERS *of*
TOMORROW



Objective:

Introduce yourself, express your interest in the teaching position, and highlight why you are the ideal candidate. Be very clear and concise)



Structure

Introduction: State the position you are applying for and where you found the listing.

Body: Discuss your teaching philosophy and experiences, illustrating how they align with the school's goals.

Conclusion: Convey your enthusiasm for the opportunity and indicate any supplementary materials attached, like portfolios.



Cover Letter Example:

This cover letter (on the following page) is just an example to inspire your own writing. Remember to tailor it with your personal experiences and the specific requirements of the schools to which you are applying.

Jane Doe
123 Main St
City, State, Zip
Phone: (123) 456-7890
Email: janedoe@example.com
[Date]

Hiring Manager's Name
ABC Elementary School
123 School Lane
City, State, Zip

Dear [Hiring Manager's Name],

I am writing to express my interest in the Elementary Teacher position listed on SchoolSpring.com. With a Bachelor's in Education from XYZ University and a student teaching internship at a high-performance charter school, I am eager to transition my theoretical knowledge and practical teaching experience into the vibrant environment at ABC Elementary School.

During my internship, I developed a project-based learning curriculum in alignment with the school's commitment to inquiry-based education, which resulted in a 15% improvement in literacy test scores. My teaching philosophy centers on fostering a nurturing environment where children can develop critical thinking skills and a lifelong love of learning. I believe my approach aligns well with ABC Elementary's mission to empower students to achieve their best.

I am particularly impressed by ABC's use of educational technology in the classroom. During my training, I specialized in technology integration and am excited about the opportunity to implement interactive learning platforms to enhance student engagement and understanding.

I am passionate about the opportunity to contribute to and learn from the esteemed faculty at ABC Elementary School. Enclosed are my resume and a portfolio showcasing lesson plans and student work. I look forward to the possibility of discussing how my background, skills, and enthusiasm align with the goals of your school.

Thank you for considering my application. I am looking forward to the opportunity to speak with you.

Warm regards,

Jane Doe



Do This:

- Do maintain a professional yet passionate tone, reflecting your dedication to teaching.
- Do customize your cover letter for each application. Research the school and mention specific programs or initiatives that excite you.
- Do use concrete examples to demonstrate your teaching methods and successes. Include brief stories or anecdotes that show your skills and impact in the classroom.
- Do highlight any relevant certifications or training. Especially those specifically valuable or required in the district you are applying to.



Don't Include This:

- Don't merely repeat information from your resume; provide additional insights into your qualifications.
- Don't use a generic or impersonal tone. Your passion for teaching should come through clearly in your writing.
- Don't overlook the importance of formatting and proofreading. Errors can be seen as a lack of attention to detail.
- Don't write a lengthy cover letter. Keep it concise; one page is typically sufficient.



Resources

- **National Education Association (NEA)**: Offers tips on job applications and cover letters tailored for educators.
- **The Chronicle of Higher Education**: Offers career advice for teachers entering academia, including how to craft cover letters and CVs.

About the Author

Dr. Jeff L. McCanna is a distinguished educational administrator with significant expertise in human capital management, instructional leadership, and strategic planning. Residing in Spring, Texas, he currently serves as the Officer of Human Capital for Fargo Public Schools in North Dakota, a position he has held since November 2022. In this role, he oversees HR activities, focusing on staffing and retention, and implements effective HR management strategies.

Previously, Dr. McCanna was a Strategic Staffing Coach - Consultant at Texas Tech University's US PREP and Texas Education Association, and Chief of Human Talent at Tomball Independent School District, where he led significant HR initiatives. His career began at Aldine Independent School District, advancing from Principal to Director of Human Resources, where he notably led Parker Intermediate School to five consecutive years of STATE RECOGNIZED status.

Dr. McCanna holds a Doctor of Education from Texas A&M University, a Master's in Education from Stephen F. Austin State University, and a Bachelor of Science in Social Science from Mayville State University. Honored as Administrator of the Year by the State of Texas in 2003 and recipient of multiple awards from Texas A&M University, Dr. McCanna's leadership is pivotal in advancing educational excellence and nurturing potential across educational communities.

Dr. Jeff L. McCanna



TEACHERS *of* TOMORROW

Contact

www.TeachersofTomorrow.org
www.TeachersofTomorrow.org/Texas

(333) 123-3344

CandidateSupport@emailexample.com