

# Cover Letter

A cover letter and a letter of application are the same thing. It is simply a professional introduction of you and your credentials and a statement of your professional career interests. Relatively short and to the point, a cover letter packages your qualifications, experiences and strong points into a one-page document that serves as a cover for your other material.

**Do not simply copy this sample letter. Use your own words and writing style.**

## Your Address

Should include your complete street address, city, state and zip code, **NOT YOUR NAME**, followed by the date after two blank lines.

## Mailing Address

Should include the complete name, title and address to whom you are sending the letter.

## Salutation

It is key to address your letter(s) to an individual. Avoid sending "To Whom It May Concern" letters and make sure to correctly note the person's title (Dr., Mr., Ms., etc.)

## First Paragraph

Simply state the reason you are writing. The name of the position (or type of work) for which you are applying and mention how you found out about the job for which you are applying.

## Second (and sometimes third) Paragraph

State, in two or three sentences, why you feel you are qualified. Mention (BRIEFLY) relevant work / internship experience and emphasize skills you possess which will contribute to your effectiveness. Sell yourself. Note your accomplishments and more importantly, state why the employer should hire you. **Do not simple restate information that the employer can get from your resume.**

## Closing Paragraph

Refer the reader to your enclosed resume and restate your strong interest in the position. Thank them for their consideration and mention that you hope to hear from them soon.

## Closing

A simple "Sincerely," followed by some blank lines for your signature, followed by your full name.

1401 AnyStreet  
AnyTown, AnyState 00011

January 1, 2013

Dr. Smith  
Assistant Superintendent – Great School District  
111 Street  
AnyTown, AnyState 11111

Dear Dr. Smith:

Please accept this as my letter of application and supporting material for the position of **Special Education Teacher** with the Great School District. I learned of this position through your advertisement in the December 31<sup>st</sup> issue of the Teacher Vacancy bulletin published by Northern Michigan University, and I believe that my academic preparation and work experiences have prepared me well for the challenges this position offers.

As you will note by enclosed resume, graduating from Northern Michigan University (with honors) with a **Bachelor of Science degree in Special Education** with a certificate in Learning disabilities has allowed me to develop the background necessary to be successful in this position. My educational background has been enhanced by my successful student teaching experience with the Marquette Public School district and my volunteer activities with Big Brothers and Big Sisters of the Greater Marquette area. These experiences have allowed me to develop both the technical skills and human relation skills necessary to be a vibrant and consistent contributor to the success of your school district.

I believe a brief review of my resume will highlight the strong match between my qualifications and your position. I would appreciate the opportunity to discuss my background, education and experiences with you, and I am available at your convenience to travel to AnyTown, AnyState in order to discuss my candidacy in greater detail. Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Marvin A. Student