

# Career Center

## TEACHER RESUME & COVER LETTER GUIDE



### Career Center

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Westfield  
STATE UNIVERSITY  
— Founded 1838 —

# TYPES OF RESUMES

Think of a resume as a billboard and you have 30 seconds to deliver your message:

*What do you want an employer to know about you?  
How will you market your experience and skills?*

Paint a picture for the prospective employer demonstrating the scope of your current and past responsibilities and achievements. What do you want to emphasize? Use one of the two following formats to help get you started.

## Chronological

A chronological (or reverse chronological) resume organizes information by jobs/positions/experiences in *reverse chronological* order, with the most recent experiences first. It is the most commonly used format and easiest to write.

**This resume format works well when:**

- Your job history shows growth and development
- You are staying in the same field or gaining your first entry level position
- You have a steady history of employment related to the position you are seeking
- You are applying in traditional fields of work such as accounting

## Functional

A functional (or skills based) resume organizes information into *functional* groupings of skills or accomplishments. This format is commonly used for candidates with more experience.

**This resume format works well when:**

- You want to demonstrate a clear relationship between your skills listed and the position you are seeking more than your work history
- Your specific jobs or internships are not easily related to the position you are seeking
- You have gaps in your employment history
- You are changing career paths

## QUICK TIPS FOR RESUME BUILDING

- The teaching resume can be two pages if all relevant information.
- Font type should be professional (Times New Roman, Calibri, Garamond, etc). Keep font size at 11 or 12.
- Page margins should be maximum of 1" all around or minimum of .7".
- Avoid the use of pronouns and complete sentences (start each descriptive phrases with action verbs).
- Use past tense when describing past experiences and present tense for present experiences.
- Include skills and qualifications relevant to that position. Each resume should be tailored to the job for which you are applying. Generic resumes are not as effective.
- Always include accurate information. Never misrepresent yourself!
- Keep your resume neat, organized and professional. Remain consistent with font type, format and the overall style. Appearance matters!
- Make sure the resume and the cover letter are free of errors. Proofread and have others proofread too.
- Give each of your references a copy of your resume and be sure to ask them to serve as a reference before listing them on your reference page.
- Don't fold, photocopy or staple your resume. Buy 8 ½ x 11" envelopes and type address labels.
- Print your resume and cover letter on white or ivory resume paper. (Found at any office supply store).
- Continually update your resume to reflect new skills and experiences.
- Upload your resume into the Career Center's online job database, Career Connections: <https://www.myinterfase.com/westfield/student>. This will allow you to sign up for on-campus interviews, apply for jobs and safely store your resume in our system.

# RESUME CONTENT

## CONTACT INFORMATION

**Name, Address, Phone, Email** – If you will be moving, include a permanent and current/local address. Westfield email accounts are typically active 1 year past graduation.

## JOB SEEKER

1234 Western Ave, Westfield, MA 01086 • Cell: 513 745-5555 • jseeker@westfield.ma.edu

## EDUCATION

**Name of school** (including city and state), **degree, major(s), minor(s), concentration, graduation date** (month and year)

- Possibly include **relevant** coursework, study abroad, scholarships, and academic awards such as Dean's List, and GPA if 3.0 or greater. Possibly list major GPA if significantly higher.
- Do not include high school unless you are a freshmen or a sophomore.
- List all university/professional school attendance working backward from the most recent to oldest. Only include past institutions if you received a degree or included experiences from the school in resume.

**Westfield State University**, Westfield, MA  
Bachelor of Science in Education, Anticipated May 2013  
*Specialization:* English and Reading  
Overall GPA: 3.3/4.0

## TEACHING EXPERIENCE

- Include student teaching, practicum experiences, and education related employment, internships, significant campus/community leadership roles, and/or volunteer work.
- Note name of organization, location, title and dates for each position.
- Emphasize duties, skills, and accomplishments appropriate to the position for which you are applying. Quantify when possible. List in reverse chronological order.
- Use phrases (not sentences) beginning with action verbs rather than sentences. Do not use pronouns.
- You can separate this section into "Related Experience" and "Additional Experience".

## OBJECTIVE

Should be brief and specific to each position you are seeking. You may omit the objective and discuss your interests in your cover letter, or you can prepare a separate objective for each resume.

## RELATED or ADDITIONAL EXPERIENCE

Include other experiences outside of teaching, follow similar format to "Teaching Experience" section.

## ACTIVITIES, HONORS, COMMUNITY INVOLVEMENT and/or VOLUNTEER SERVICE

List organizations and the skills utilized and your contributions. Include dates (month and year). List activities, committees, professional associations and describe leadership roles, projects and results. Include dates (month and year) for each position. Depending on experiences, you may treat this section like Experience.

## LICENSURE and/or CERTIFICATIONS

Use a separate category to highlight your licensure OR add to your Education section. Include "Passed all MA Tests for Educator Licensure" as needed.

## SKILLS

Computer skills, lab techniques, language, and office skills. List fluency/proficiency; Do not overstate competence.

## RELEVANT COURSEWORK, PUBLICATIONS, PROJECTS, and/or PRESENTATIONS

Describe research projects, articles, papers, etc. Include course work only if relevant to the position and wouldn't be assumed under your major curriculum. Do not include course numbers.

## REFERENCES

Do not include "References Available Upon Request" as this is understood. Include on references on a separate document instead. **See sample references document on last page of this guide.**

## FREQUENTLY USED CATEGORY HEADINGS

ACHIEVEMENTS

ACTIVITIES

ADDITIONAL EXPERIENCE

CAREER OBJECTIVE

CERTIFICATIONS

COACHING EXPERIENCE

COLLEGIATE ACTIVITIES

COMMUNITY INVOLVEMENT

COMPUTER SKILLS

CONFERENCES ATTENDED

EDUCATION

EMPLOYMENT

EXPERIENCE

HONORS

INTERNSHIPS

LANGUAGE SKILLS

LICENSURE

MEMBERSHIPS

MILITARY SERVICE

OBJECTIVE

PRESENTATIONS

PROFESSIONAL AFFILIATIONS

PROFESSIONAL EXPERIENCE

PROFESSIONAL PROFILE

RELATED ACTIVITIES

RELATED COURSEWORK

RELATED EXPERIENCE

RELEVANT EXPERIENCE

SKILLS

SPECIAL TRAINING

SUMMARY OF

QUALIFICATIONS

TEACHING EXPERIENCE

VOLUNTEER WORK

WORK HISTORY

## EFFECTIVE SENTENCE OPENERS

achieved

acted

adapted

added

administered

advised

analyzed

applied

approved

arranged

assembled

assisted

attended

built

changed

clarified

coached

collaborated

compared

complied

completed

composed

condensed

controlled

conveyed

coordinated

corrected

corresponded

counseled

created

dealt with

decided

delivered

demonstrated

designed

determined

developed

diagnosed

directed

discovered

distributed

edited

employed

encouraged

enlisted

ensured

equipped

established

evaluated

examined

experienced

expanded

facilitated

finalized

fostered

furnished

handled

helped

hired

identified

illustrated

implemented

improved

increased

influenced

initiated

inspected

installed

interviewed

instituted

introduced

instructed

integrated

invested

investigated

judged

launched

learned

lectured

led

listed

located

lowered

managed

measured

merged

minimized

modernized

modified

motivated

negotiated

notified

observed

obtained

opened

operated

organized

outlined

overhauled

oversaw

patrolled

persuaded

planned

prepared

prescribed

presented

processed

produced

programmed

published

purchased

received

recorded

recruited

reduced

refined

related

reorganized

represented

researched

responded

restored

retrieved

restructured

revamped

reviewed

revised

selected

served

serviced

set up

shipped

showed

sold

solved

sorted

staffed

started

strengthened

studied

supervised

supplied

supported

tabulated

tailored

taught

tended

tracked

trained

transferred

translated

transported

treated

typed

undertook

updated

upgraded

utilized

worked

wrote

## Jennifer Smith

*School Address:* Westfield State University, 577 Western Avenue, Westfield, MA 01086

*Permanent Address:* 1234 Franklin Avenue, Westfield, MA 01085

413-572-5206 • jsmith1234@westfield.ma.edu

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### Education

**Westfield State University**, Westfield, MA  
Bachelor of Science in Education, May 2013  
*Specialization:* English and Reading

### Licensure

Elementary Education, 1-6

- Passed all sections of MA Tests for Educator Licensure

### Teaching Experience

**Edward Ellington Elementary School**, Springfield, MA Fall 2012

#### THIRD GRADE PRACTICUM

- Demonstrated ability to teach in a multi-cultural third grade class of 28 students
- Developed and taught lessons in all curriculum areas with whole class, small groups, and cooperative groups
- Assessed special needs and devised and instituted individualized academic and behavioral intervention programs for students
- Designed and implemented a 5 week unit on nutrition and integrated a variety of skills
- Participated in curriculum planning, faculty meetings, and parent conferences

**Kensington Avenue Magnet School**, Springfield, MA Fall 2012

#### FIRST GRADE PRE-PRACTICUM

- Aided a bilingual teacher in a first grade inclusion classroom
- Designed and implemented lessons that incorporated the needs of different levels of English language learners
- Attended a Responsive Classroom seminar and applied the philosophy in practice
- Introduced reading and writing process to all students including English language learners

**Alfred Zanetti Montessori Elementary School**, Springfield, MA Spring 2012

#### SECOND GRADE PRE-PRACTICUM

- Worked in a classroom of 2<sup>nd</sup> grade students
- Assisted special needs children in classroom and recreation setting
- Facilitated guided discovery that incorporated life and beginner language skills

**Windsor State Street Elementary School**, Windsor, VT

Winter 2010 - Spring 2012

**Hartland Elementary School**, Hartland, VT

Winter 2011 - Spring 2012

**SUBSTITUTE TEACHER**

- Worked with grades K-8 and implemented teacher's lesson plans
- Supervised fourth grade field trip and applied behavior management techniques
- Assumed the responsibilities of a special educator

**Related Experience**

**The Learning Connection**, Springfield, MA

Fall 2010 - Spring 2012

**TUTOR**

- Guided 15 first grade students in after school program at Washington Elementary School
- Focused on beginner reading, writing and mathematics for students learning English as a second language
- Shared progress reports with the students as well as with their guardians
- Structured each personalized lesson as an extension of the last, allowing each student to progress at their own rate, in alignment with each student's level

**The Partners Program**, Springfield, MA

Fall 2011

**VOLUNTEER TUTOR**

- Demonstrated role-model behavior and provided positive encouragement to an at-risk 10-year-old boy
- Tutored and motivated the student through individual instruction three days a week

**YMCA**, Springfield, MA

**HEAD COUNSELOR**

Summer 2012

**SENIOR CAMP COUNSELOR**

Summer 2011

**CAMP COUNSELOR**

Summers 2009, 2010

- Coordinated day camp for children from the ages of 6-12
- Facilitated meeting with all camp counselors
- Programmed and delivered daily activities for the 9-12 year-old group
- Shared responsibility of groups up to 21 children with co-counselors
- Participated in the planning of all camp activities such as field trips, theme days, family nights and award ceremonies

**Certifications**

CPR/First Aid, American Red Cross Lifeguard, Small Boats and Water Craft Certified

**Skills**

*Computer Skills:* Proficient in Microsoft Office application, Smartboard Technology

*Language Skills:* Proficient in Spanish

## George Santiago

123 Main Street • Milford, MA 01757 • (607) 353-3535 • gsantiago1234@westfield.ma.edu

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### EDUCATION

**Westfield State University**, Westfield, MA

Bachelor of Science in Movement Science

May 2013

Concentration: Education

- GPA: 3.7/4.0

Licensure: Physical Education, Pre K-8 (*In Progress*)

- Passed MA Literacy and Communication Test for Educator Licensure

### HONORS/AWARDS

Dean's List, 2009-2013

Phi Epsilon Kappa Physical Education Honor Society

Kappa Delta Pi Education Honor Society

President's Award for Excellence in Leadership

### TEACHING EXPERIENCE

Practicum, **Highland Elementary School**, Westfield, MA

September 2012-Present

- Created lesson plans based on students' developmental needs and age levels.
- Taught skill themes, movement concepts, teamwork, and integrated activities.
- Assessed students' performance using physical fitness tests.

Substitute Teacher, **Nashua School District**, Nashua, NH

January 2011-Present

- Serve as a substitute for various subjects within elementary schools in the district.
- Follow substitute plans, take attendance, and teach the current subject.

Volunteer Teacher, **Mile Tree Elementary School**, Wilbraham, MA

December 2011

- Observed classroom instruction and management.
- Taught lessons in skill themes, movement concepts and dance for 1<sup>st</sup> grade.
- Worked cooperatively with the physical education teacher.
- Developed case studies on specific students and modified approach accordingly.

### RELATED EXPERIENCE

Open House Presenter, **Westfield State University**, Westfield, MA

September 2011-Present

- Facilitated a variety of icebreakers and activities.
- Presented on coursework and teaching methods at the high school level.

Sports Counselor, **Camp Sargent**, Merrimack, NH

Summers 2010, 2011

- Taught games and activities to children aged 5-14.
- Created and facilitated a 'Mini Olympics' involving running, obstacle courses, and relay races.

### PROFESSIONAL AFFILIATIONS

American Alliance of Health, Physical Education, Recreation, and Dance

January 2010-Present

- Attended National AAHPERD Conference, April 2012
- Presented at Eastern District Association AAHPERD Conference, February 2012

National Association for Sport and Physical Education

January 2010-Present

### CERTIFICATIONS

American Red Cross First Aid; Child and Adult CPR

## **Julia Johnson**

1234 Main Street  
Chicopee, MA 01013  
jjohnson1234@westfield.ma.edu  
(413) 594-1342

**OBJECTIVE** To obtain an early childhood education position that demands a creative teaching style, love for learning, and effective classroom management skills.

**EDUCATION** **Westfield State University**, Westfield, MA  
Master of Education in Educational Studies, Expected May 2013  
**License:** Early Childhood, Pre K -2 (In Progress)  
**Passed all sections of MA Tests for Educator Licensure**

**Saint Anselm College**, Manchester, NH  
Bachelor of Arts in Psychology, May 2003

### **YOUTH EDUCATION EXPERIENCE**

**Student Teacher**  
Mile Tree Elementary School, Wilbraham, MA, September 2013 - Present  
*Fourteen week pre-practicum in a first grade classroom.*

- Design and implemented literary lessons
- Facilitate guided reading, shared reading, and read aloud sessions
- Obtain and implement effective classroom management skills

**Melody Hounds Instructor**  
Scantic Valley YMCA, Wilbraham, MA, September 2010 - Present

- Increase music awareness through instrument exploration, songs and rhymes
- Work with children ranging from infants to 5 year olds
- Lead integrated pitch exploration, activities and movement exercises to children and parents to nurture music appreciation

**Fitness/Program Director and Instructor**  
Strafford County YMCA, Rochester, NH, 2008-2010

- Supervised and participated in all YMCA fitness programs including summer day camp, aquatics, aerobics, senior day trips, swimming lessons, youth summer sports camps and others.
- Integrated parent involvement with staff members to facilitate a community learning environment.
- Implemented health and safety procedures in accordance with YMCA and state licensing compliance guidelines.
- Designed promotional materials, brochures and marketing plans including member newsletter.
- Planned and implemented all youth and adult fitness programs for 400-members facility and off-site satellite locations.

### **ADDITIONAL EXPERIENCE**

**Marketing Assistant / Office Manager**  
Allen Financial Group, Windsor, CT, 2007-2008

**Agent / Registered Representative**  
New York Life Insurance Company, Windsor, CT, 2003-2007



## Jeffrey Gullia

1234 Main Street  
Southbridge, MA 01550

Jgullia@hotmail.com  
860-232-2233

### PROFESSIONAL PROFILE

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Motivated educator with diverse experiences in elementary education, coaching, and community involvement. Strong comfort with Spanish language both spoken and written. Recognized for cultivation of relationships with diverse student populations and fostering parental involvement.

### EDUCATION

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**Westfield State University**, Westfield, MA

Master of Education in Educational Studies, May 2013

- **License: Elementary Education, 1-6 (License #: 12345)**

**Assumption College**, Worcester, MA

Bachelor of Arts in Psychology, May 2010

Dual Major: Spanish

Minor: Education

- GPA: 3.89/4.00
- Graduated *summa cum laude*

### TEACHING EXPERIENCE

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**Milton Bradley Elementary School, Springfield, MA**

Fall 2012

- Actively participated in a multicultural classroom with at-risk youth
- Provided individual assistance to students of various ability levels
- Designed and taught two lessons on literacy
- Modeled the reading process for students through read-alouds
- Assisted in individual assessment of students
- Applied classroom management techniques

### RELATED EXPERIENCE

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**Academic Support Center, Assumption College, Worcester, MA**

*Head Tutor*

2008-2010

*Private Tutor*

2008-2010

*Spanish and Psychology Tutor*

2007-2010

*Peer Tutoring Club Member*

2007-2010

- Obtained National Master's Level Certification
- Provided academic assistance to secondary and college students

**Assumption College, Recreation Department, Worcester, MA**

Soccer Camp Counselor

Summers 2006-2010

**PROFESSIONAL AFFILIATIONS**

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New England Peer Tutor Association, Member 2007-2010

- Facilitated conference presentation “Discipline Specific vs. General Writing Tutors”
- Assisted in research for conference presentation “When Tutor-Tutee Expectations Clash in an ESL Tutorial”

**LANGUAGE SKILLS**

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Strong understanding of the written and spoken Spanish language

**COMMUNITY INVOLVEMENT**

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Student Athlete Advisory Committee (SAAC), Assumption College  
*President* 2009-2010  
*Vice President* 2008-2009

- Organized fundraising of \$4,000 for Make A Wish Foundation
- Helped initiate and organize “Kids on Campus Day”
- Helped organize and fundraise for “Coats for Kids” Project

Volunteer Coach, Worcester Youth Soccer U12 2009  
 Volunteer at Kid’s Café Boys & Girls Club, Inc. of Worcester 2007, 2008  
 Volunteer at Belmont Community School Reading Days 2007, 2008  
 Volunteer, Special Olympics 2007

**ACCOMPLISHMENTS**

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Boston Marathon 2012

- Raised \$2,000 for Make A Wish Foundation

NCAA Post Graduate Scholarship 2011  
 Men’s Soccer First Team All American 2010  
 Omicron Delta Kappa (National Leadership Society) 2009-2010  
 Dean’s List 2006-2010  
 Augustinian Merit Scholarship (Voted by College Faculty) 2008-2009  
 CoSida Academic All-Region 2008-2009  
 Men’s Soccer Team Captain as Junior and Senior 2008-2009  
 Northeast 10 Defender of the Year 2009

Reference Page Sample (Separate Document from Resume)

**JAKE JOHNSON**

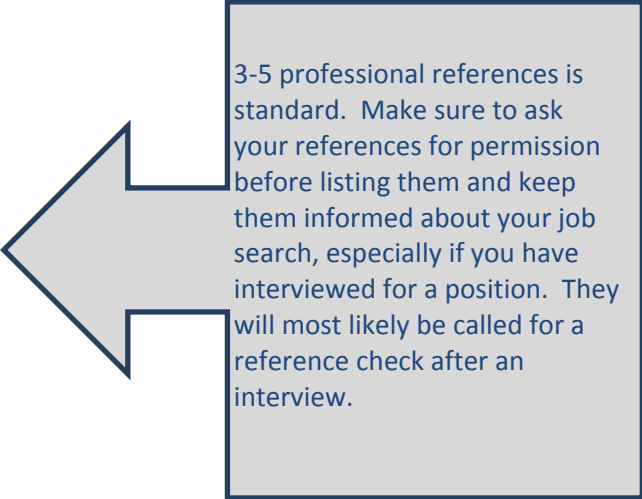
902 Franklin Street • Springfield, MA 01085  
(413) 572-1234 • jjohnson@aol.com

**REFERENCES**

Mr. Timothy Beebe  
*Current Supervisor*  
Boys Club of Worcester, MA  
Executive Director  
1125 State Street  
Worcester, MA 01111  
(413) 788-8419  
Tim.Beebe@boysclubworchester.com

Dr. Samantha A. Riley  
*Faculty Advisor*  
History Department, Faculty Member  
Westfield State University  
577 Western Avenue  
Westfield, MA 01086  
(413) 572-2135  
sriley@westfield.ma.edu

Mr. Robert M. Sanchez  
*Cooperating Teacher*  
Highland Elementary School  
222 Main Street  
Westfield, MA 01086  
(413) 598-3128  
rdsanchez@ymcawestfield.org



3-5 professional references is standard. Make sure to ask your references for permission before listing them and keep them informed about your job search, especially if you have interviewed for a position. They will most likely be called for a reference check after an interview.

**Career Center Library Resources for Resume Writing Guides**

*If you would like more information on resume writing, visit the Career Center Resource Library. You will find helpful books that provide sample resumes as well as great advice on how to write a resume right for you.*

# COVER LETTERS

## A cover letter...

- Serves as your introduction to the employer
- Expresses your interest in being considered for a position
- Provides you with the opportunity to highlight how your skills and qualifications match those necessary to perform the position
- Captures the employer's attention and interest in reading your enclosed resume

An effective cover letter does not repeat or summarize your resume, but makes the reader want to learn more about you. **Every resume** should be accompanied with a cover letter, even if it's not listed as a required component of your application.

## BASIC LETTER WRITING RULES

### Address the letter to a specific person

- ✓ If you do not have a name, call the organization and ask for the name and title of the person who should receive your letter or search online.
- ✓ Avoid the title "To whom it may concern". As a last resort, use the recipient's title.

### Research the organization carefully

- ✓ Be sure to include why you want to work for this particular school and/or district.
- ✓ Demonstrate that you appreciate and understand the school's mission, goals and population.

### Do not simply restate what is on your resume

- ✓ Think about the skills necessary to do the job for which you are applying and highlight an example or two best demonstrating how your skills and background directly match the specific job requirements. Examples of key issues to consider including: parental involvement, classroom management, state standards, diverse learning styles, etc.
- ✓ Confidently express what you can offer to the team, not what the opportunity will offer you.

### Tailor each cover letter to each employer

- ✓ Make each letter unique. Utilize the job description to identify the necessary qualifications and main responsibilities for this particular role to incorporate into your letter.
- ✓ What do you know about this particular school and how do your skills and qualifications match the specific needs of the position? Consider experiences you've gained working with this population of students or in a similar environment and make that connection for the reader.

### Limit the letter to one page and avoid spelling and grammatical errors

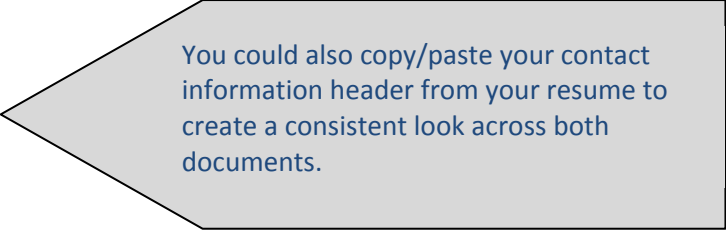
- ✓ Avoid excessive use of "I" when starting sentences.
- ✓ Print on high quality paper to match your resume.
- ✓ Be sure to sign your name on each cover letter, unless submitting electronically.

### Follow through

- ✓ In a concluding paragraph, tell the reader you will follow up with your application (and don't forget to do so).
- ✓ Use this opportunity to ensure your voicemail message and email address are professional!

# COVER LETTER FORMAT

Your Street Address  
City, State Zip Code  
Your Phone Number  
E-mail (optional)



You could also copy/paste your contact information header from your resume to create a consistent look across both documents.

Date  
(2 lines)

Contact Person's Name  
Title  
School Name  
Street Address  
City, State Zip Code

(1 line)

Dear Mr./Ms./Dr. Last Name: (Use Title if name is not available)

(1 line)

**Paragraph 1:** State why you are writing and identify the position in which you are applying. Include why you are interested in this particular position and working for that specific school and/or district. If relevant, address how you learned of the opportunity. (If you are writing at the suggestion of someone who knows the addressee, this is a good place to say so).

**Paragraph 2:** Briefly state the specific work that interests you and detail the relevant qualifications you offer. Spell out exactly how your experiences, skills, and education fit the position and can benefit the team.

**Paragraph 3:** Close the letter by thanking the reader for their attention or consideration and stating the next course of action. Indicate that you will follow up with your application (and then do it!). Refer the reader to any documents you have enclosed (resume, references, writing samples, etc.). Provide the employer with your phone number so that they can reach you.

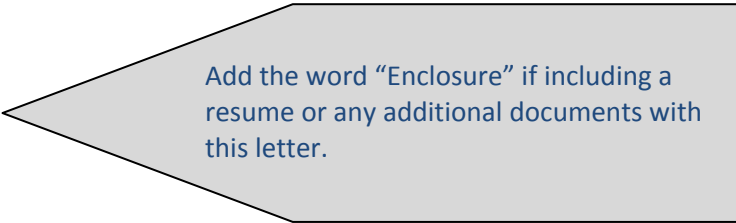
(1 line)

Sincerely,

(3 lines) - Your Signature

Type Your Name

Enclosure(s)



Add the word "Enclosure" if including a resume or any additional documents with this letter.

Teacher Cover Letter Sample 1 – Applying for an Entry-Level Teaching Position

Ayanna E. Rivera  
1000 Bay Side Road  
Westfield, MA 01085  
(413) 568-3311  
ayannarivera@hotmail.com

July 30, 2013

Mr. Joseph Dupelle  
Administrator of Special Education and Student Support  
Westfield Public Schools  
22 Ashley Street  
Westfield, MA 01085

Dear Mr. Dupelle:

The Westfield State University Career Center notified me of a current vacancy in your system for a Special Education Teacher. I am very interested in the position and would like to be considered for your opening.

I graduated from Westfield State University with a Bachelor of Science in Education and a dual major in Psychology and Special Education. My certification in Special Education is complete, along with several courses at the graduate level. As you will note on the enclosed resume, I have enjoyed the challenge of working with educationally handicapped students who were mainstreamed into my fourth grade classroom.

During my student teaching, I had the opportunity to incorporate a learning center environment based on student needs, and utilized activity centers for individualized and small group instruction. These efforts helped to improve student achievement and stimulated interest in learning.

With your large multicultural student population, you may also be interested in the fact that I have worked with students of varied ethnic, social and economic background. My experience includes both inner city and rural teaching environments. I have also worked closely with the YMCA's after-school program and enjoyed the challenge of designing recreational and social activities that stimulate out-of-classroom learning and enjoyment.

I am enclosing my resume, a completed application and a copy of my certification. I would welcome the opportunity to meet and discuss this position in greater detail. Please feel free to contact me at (413) 568-3311. Thank you for your consideration.

Sincerely,

*Ayanna E. Rivera*

Ayanna E. Rivera

Sample 2 – Applying for an Entry-Level Teaching Position, Including a Referral

**Randy J. Watson**

10 Magnolia Terrace • Pittsfield, MA 01028  
(413) 578-2458  
rjwatson@aol.com

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April 18, 2013

Dr. Matthew Malone, Superintendent  
Brockton Public Schools  
43 Crescent Street  
Brockton, MA 02301

Dear Dr. Malone:

William Thomas, a former instructor in your district and currently my cooperating practitioner, suggested I contact you about the opening for an elementary educator for the coming academic year. I will receive my Bachelor of Science in Education in May and will be applying for certification in Massachusetts shortly thereafter.

I was excited to learn that you are a growing district with a strong commitment to team teaching and open classroom environments. My student teaching experience in the Springfield Public Schools incorporated this exciting approach. I participated with three other teachers to target students' needs in Math and English. We developed small group instruction and individualized centers to reach our objectives. I was able to utilize my solid foundation in computers in our classrooms to assist students on an individual basis.

As you can see from the enclosed resume, I have demonstrated a strong interest in teaching through academic and classroom experience. I have held a number of part-time and summer positions in the educational/recreational field that have helped me develop my professional skills. I look forward to sharing my enthusiasm, training and experience in the Brockton Public School District.

I would welcome the opportunity to talk with you further about the available elementary educator position and can be reached at (413) 572-2458. Thank you for your time and consideration.

Sincerely,

*Randy Watson*

Randy J. Watson

# LETTERS OF INQUIRY

## A letter of inquiry (or letter of interest)...

- Expresses your interest in an employer and/or employment opportunity without referencing a job posting (typically because there are no positions currently posted or immediately available)
- Includes similar qualities and template to a cover letter, but without addressing a specific position or posting

## LETTER OF INQUIRY FORMAT

Your Name  
Street Address  
City, State, Zip Code  
Phone Number  
E-Mail (optional)

**(1 line)**

Today's Date

**(2 lines)**

Contact Name  
Title  
School System/Organization Name  
Street Address  
City, State Zip Code

**(1 line)**

Dear Mr./Ms./Dr. Last Name: (Use Title if name is not available)

State your hope to be considered for any positions that may become available at the organization and why you are interested in working for the company. If you are writing at the suggestion of someone who knows the addressee, this is a good place to say so.

Tell them what your status is now and why you feel you would be especially well qualified for this position. This paragraph should include one or two brief sentences that emphasize your strengths as they relate to the field in which you are interested. If possible, it is always nice to personalize your letter by saying something positive about the reputation of the organization, its accomplishments, and how you fit with their company.

Refer the reader to any enclosed documents (resume, writing samples, etc.) and inform them of the manners in which you can be contacted (email, phone). If you plan to follow up, indicate your plan of action here. Close the paragraph by thanking the reader for their time and consideration.

**(2 lines)**

Sincerely,

**(3 lines)** - Your Signature

Type Your Name

Enclosure(s)



**Teacher Sample Letter of Inquiry**

25 Apple Orchard Way  
Albany, New York 10091  
ccmitchell@gmail.com

June 18, 2013

Ms. Joan Nadeau  
Human Resources Specialist  
Westfield Public Schools  
22 Ashley St.  
Westfield, MA 01085

Dear Ms. Nadeau:

I am interested in joining Westfield Public Schools as an Elementary Teacher (Grades 1-6). I earned my Bachelor of Science in Elementary Education and Social Work in May 2013. I will receive an Advanced Provisional Licensure from the Commonwealth of Massachusetts.

I have been a substitute teacher in the Holyoke Public School System since December of 2006. Some of the qualifications I can offer your school system are:

- Worked closely with grade level teachers to enhance grade level (K-3) curriculum in Language Arts and Math.
- Taught students through active learning and appreciation; communicated with parents through school visits; prepared report cards; administered citywide tests.
- My passion to make a difference in students' lives by showing and teaching respect and building their self-esteem.

My teaching experiences have prepared me to work in a wide variety of multicultural classrooms and to enhance the experience for all children. I am able to utilize my solid foundation in education to assist students on an individual basis. As you can see from the enclosed résumé, I have demonstrated a strong interest in teaching through academic and classroom experience.

I have held short-term and long-term teaching positions that have helped me develop my professional skills. I look forward to sharing my enthusiasm, training and experience in the Westfield Public School System. Please send application materials and any additional information you might think appropriate. I would welcome the opportunity to discuss my unique qualifications and can be reached at (413) 572-3478. Thank you for your consideration.

Sincerely,

*Christina C. Mitchell*

Christina C. Mitchell