

## Office of Career Services Guide to Cover Letters: *College Of Education*

Why are cover letters important?

Your **resume** details your education and experiences. The **cover letter** is your opportunity to make the connection between your experiences and *a specific position*. You are demonstrating that you are a great fit for the skills called for in the job description, that you can communicate clearly, and that you have researched the district and school.

Here are some quotes from school districts about cover letters:

“Cover letters are very important because they are the school’s first impression. Instead of including generic compliments, candidates should include specific information about the school to which they are submitting an application. Make the cover letter succinct, as no one wants to read a lot of fluff.”

Principal  
North Park Elementary School, Chicago, IL

“A well-written cover letter gives the prospective employer an opportunity to form a first impression of the candidate's interest in the position for which he/she is applying. The more specific and tailor-made to the school the candidate can articulate his/her interest in AND qualifications for a particular school and/or position, the more likely the prospective employer will read the resume and call the candidate to set up an interview.”

Director of Curriculum & Instruction  
Nazareth Academy, La Grange Park, IL

“Be specific in your letter regarding what your work and educational experiences have been and be very succinct. Also, include what you will bring to the job with regard to your strengths and your passions.”

Assistant Principal  
Whittier School, Oak Park, IL

### Remember to accomplish these three things in your cover letter:

1. Demonstrate that you are interested in applying to *that particular school or district*.
2. Highlight your *two or three strengths* as a teacher and reflect your unique experiences.
3. Express *your enthusiasm for teaching*, for working with young people and/or for the particular grade level or subject you will teach.