

## SAMPLE COVER LETTER #2 FOR A TEACHING JOB

*This is perhaps the easiest form of cover letter to write. The most important parts of this letter are the two columns entitled "Your Requirements" and "My Qualifications." As an applicant, you must be able to analyze the job description to determine the key requirements of the job, then show the employer how you have some experience or knowledge that speaks to each requirement.*

December 18, 2012  
17412 Grandville Lane  
Chicago, IL 60644

Mr. Jonathan Ashbar, Assistant Principal  
Miles Riker Preparatory High School  
5500 N. Hillside Blvd.  
Berns, IL 60967

Dear Mr. Ashbar:

I learned of the open position teaching 9th grade Math & Science at Miles Riker Prep from Ms. Lupe Lopez, Assistant Principal at Post Scholastic Academy where I am student teaching this semester. I graduate from Northeastern Illinois University this month and believe I would be an excellent fit with your requirements:

### Your Requirements

Science & math teaching credentials

Experience with teen-age students

Experience in a multicultural environment

Interested and qualified to direct extra-curricular activities

### My Qualifications

Illinois Type 09 certification with Middle School and Science endorsements; 2<sup>nd</sup> place award in Chicago Public Schools High School Math Fair 2008.

Camp Counselor (2 summers), Tutor (2 years) and church school teacher (4 years).

Spent summer of 2010 in Japan and the Philippines in a work-study student exchange program.

College minor in Speech / Communications, co-captain of debate team in junior year, 3<sup>rd</sup> place finish in state wide competition 2011.

I was mentored in high school by teachers who cared deeply and demanded excellence. I understand that Miles Riker Prep has made great strides in increasing graduation rates, and I am eager to have the opportunity to help further that effort by being a positive role model and an effective teacher. I look forward to hearing about the next steps in the hiring process.

Sincerely,

*Will Smith*

Will Smith  
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