**HEADER THAT MATCHES RESUME HEADER (“branding”)**

xxx-xxx-xxxx [|email@huskers.unl.edu](mailto:|email@huskers.unl.edu) |city, state, zip code

Dear Cooperating Teacher/ Future Supervisor:

In the INTRODUCTION PARAGRAPH let them know a bit about *you*. **Start with a story** to get your reader engaged and want to keep reading (ex. **why you want to be a teacher**, when you knew teaching was for you, a story about teaching/caring for a student/nannying/etc., what appeals to you about the teaching profession specifically, etc.) Next, you might **restate when you’re graduating as well as the degree(s) and endorsements you’re obtaining.** Next, **indicate what specifically you’re most looking forward to gaining/doing in this student teaching experience** beyond what you did in your practicum. This helps your student teaching supervisor know what specific skills you want to focus on improving this semester. Finally, you could end this paragraphby sharing **what type of challenge/support you hope for from your future** CT *or* possibly sharing **what you want/plan for your first teaching job after graduation** *or* maybe **describe what you value in a school culture/environment/mission and why.**

In the BODY PARAGRAPH(S), **emphasize your strengths, skills, and experiences** which most qualify you for the position. Include why they should select you, what unique skills/strengths you’ll bring to the classroom, and anything from your experiences that shows how you’ll approach instruction. Develop your 2-3 main points based on **going beyond what is stated in your resume** to more in-deathly explain how you showed up in those roles. **You could also share about transferrable skills you’ve gained and how they’ll translate into a classroom.** Maybe **specify what you do/know better than your peers and how this will help the team/kids**. You could also **include any special training, knowledge, and/or experience which sets you apart** (ex. double majoring, multiple practicums, certifications, areas you excel in, etc.). \*Use more than one BODY PARAGRAPH to organize and present your main points if it flows better for you.

In the CONCLUSION PARAGRAPH, you might **restate your interest** **in the position and what you’re looking forward to in this student teaching experience** and refer to the included resume. Maybe indicate your interest in sharing more about your qualifications for the position, that you’re **grateful for the opportunity to improve your classroom instruction abilities and thank the cooperating teacher/ hiring team** for their time, efforts, and consideration of you for a student teaching position.

Sincerely,

*Your Signature (image of handwritten signature, can create in word & save as transparent png)*

Your Name (typed)