**Header that matches your resume header**

xxx-xxx-xxxx |email@huskers.unl.edu |city, state, zip code | [www.linkedin.com/in/name](http://www.linkedin.com/in/name)

Date

Dear Cooperating Teacher/ Supervisor/ District Hiring Team/ etc.:

In the INTRODUCTION PARAGRAPH establish your “why.” **Start with a STORY** to get your reader engaged and want to keep reading (ex. **why you want to be a teacher**, how you know you’re an impactful teacher, a story about your childhood education experiences, what motivates you/ you prioritize within teaching, an example of your classroom approach, example of an impact you’ve made, etc.) Next, **indicate your preference of middle/high school level, type of school/students you want to work with, and qualities you need in a CT** both for student teaching and in the future for your first teaching job. Specific content like this that is unique to you helps ensure your placement will be the “right fit” for their needs and your needs. You could also **show you’ve done your research** by sharing something about the school’s culture/ environment/ values/ mission, what their needs are as a district, and how you can help make a positive impact.

In the BODY PARAGRAPH(S), **emphasize your strengths, skills, and experiences** which most qualify you for the position through SPECIFIC examples of how it relates to classroom impact. Develop your main points based on **going beyond what is stated in your resume** to further SHOW why you are the best candidate. For example, include specific content areas you prefer or excel in. **Relate your transferrable skills gained in other experiences to the work you’ll do in their classroom.** Specify accomplishments you’ve had, results you have had students achieve, instruction/management strategies you’ve used, etc. **Focus on highlighting any special training, education, and/or experience which sets you apart** (ex. promotions, coaching, relevant practicums, technology certifications, examples of content areas you excel in, etc.). Identify benefits your background/qualifications offer to a district. Organize and present your points as you see fit.

In the CONCLUSION PARAGRAPH, **restate your interest** **in the position and what you’re hoping for in a placement/co-teaching team/admin/district/etc**. Indicate your hope to share more about your qualifications for the position, that you’re **grateful for the opportunity to improve your classroom instruction abilities and thank the cooperating team and hiring team** for their time, efforts, and consideration of you for a student teaching position in their district.

Sincerely,

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

Your Name