

**Student Teaching Cover Letter Tips**

**What is a Cover Letter?**

* Provides a way to elaborate on your resume and highlight your writing skills
* Introduces yourself and shows your passion and personality for education
* Focuses attention on the skill(s) and experience(s) directly related to the position

**Elements:**

* ***Beginning of the letter for Student Teaching***
  + Address your letter: *To Whom It May Concern* or *Cooperating Teacher*
  + This is so the letter is appropriate for whomever you work with
* ***First Paragraph***
  + Identify that you are excited to be working as a student teacher in a [elementary/secondary] classroom
  + Share a passion statement about education
  + A connecting sentence to your qualifications
* ***Middle Paragraph***
  + List skills and qualifications that will make you a good student teacher
  + Share previous instructional experience that makes you a perfect fit for the grade level
* ***Closing Paragraph***
  + Indicate that you look forward to the chance to show your qualifications
  + Contact details
  + Close with Sincerely or Regards

**Tips & Suggestions**

* Pay as much attention to the Cover Letter as your resume
* Use rich, descriptive language to ensure your passion for teaching is evident
* Highlight 2-3 strengths
* Address the grade level with your qualifications
* Pay attention to detail – correct spelling, always include your signature, etc.
* Triple check and enlist the help of others to proof to avoid errors