**First Name Last Name**

Lincoln, NE 68508 | Phone | [Email](mailto:hsmith6@unl.edu)

[Insert 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**, when you knew teaching was for you, a story about caring for others/nannying, what appeals to you about the teaching profession, having your own classroom, helping mold future generations, etc.) Next, **indicate the grade level and type of school you want** to student teach in both for student teaching and in the future for your first teaching job. This helps ensure your placement will be the “right fit” for their needs and your needs. You could also **show knowledge you have** by sharing something about what you want in a school culture/environment/values/mission, what their needs are as a district, and why you are interested in these districts specifically.

In the BODY PARAGRAPH(S), **emphasize your strengths, skills, and experiences** which most qualify you for the position and how selecting you will help the school meet their student needs. Develop your main points based on **going beyond what is stated in your resume** to further explain why you are the best candidate. **Relate your transferrable skills gained in other experiences to the work you’ll do in a classroom.** Specify what you will be able to help the organization/students accomplish or the results you will be able to achieve. **Include any special training, education, and/or experience which sets you apart** (ex. double major, coaching, multiple practicums, certifications, examples of content areas you excel in, etc.). Identify benefits your background/qualifications offer to a district. Use more than one body paragraph to organize and present your main points if necessary.

In the CONCLUSION PARAGRAPH, **restate your interest** **in the position and what you’re looking for in a placement** and refer to the included resume. 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 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 (typed)