**First Name Last Name**

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

[Insert Date]

Hiring Manager/Supervisor Name

Job Title

School/District Name

City, State

Dear Future 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 teach in 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 the types of school districts you’ve worked in (rural, city, title 1, etc.) and how that’s allowed you to know what you want in a school district/culture/environment /values/mission/why you are interested in this district specifically.

In the BODY PARAGRAPH(S), **emphasize your strengths, skills, and experiences** which most qualify you for the position and how you show up as a teacher (relationship builder, innovator ,creative, etc.). 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 hiring team** for their time, efforts, and consideration of you for your first teaching position in their district.

Sincerely,

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

Your Name (typed)