

Return Address: Your Street Address
Your City, State, Zip Code
Date

Inside Address: Person, Title
Institution: Name of School/Organization
City, State, Zip Code

Salutation (Dear Name of Person):

The first paragraph should clearly state the purpose of your letter and should indicate the position for which you wish to be considered, including position title if the school district has provided one. Also, indicate how you learned of the opening (school's web site, newspaper, university job bulletin, etc).

The body of your letter should consist of two paragraphs. This section of the letter should address the responsibilities of the position and should draw upon your experiences in related settings and your academic preparation. Use this part of the letter to share with an employer your achievements and the special skills that you can contribute as a new teacher (refer to your enclosed résumé). Keep your letter to one page in length.

The closing paragraph of your letter of application can state that your credentials are being sent from the Educational Placement Office and that you are interested and available for an interview. If the employer has requested that you send additional supporting materials (writing sample, portfolio, philosophy statement) you should mention that specific enclosures are included.

Complimentary Closing: (e.g., Sincerely),

(Your Signature)

Your Name

Enclosure(s)

(If including enclosures make sure you list them here)