

First and Last Name

794 Elm Street, Orchard Park, NY 14127
Phone: 716-244-4512 • Email: lastname25@gmail.com

April 12, 20xx

First Name and Last Name, Superintendent
Webster Central School District
Webster, NY 14580

Dear Superintendent Last Name:

It is with great enthusiasm that I submit my credentials for the High School Mathematics Teacher opportunity posted on your website. I am confident that my experiences and educational background will allow me to make a positive impact on the Webster Center School District community. Your commitment to ***“Educate and empower all students to strive for excellence as life-long learners”*** is one that resonates deeply with me and has shaped my preparation as an educator.

I am currently pursuing a bachelor’s degree in mathematics and secondary education and will graduate from St. Bonaventure University this coming May. I am particularly interested in utilizing my skills and knowledge in a high school setting. As a student teacher, my main goal is to emphasize conceptual understanding of math topics presented in class and facilitate connections between current lessons and students’ previous knowledge.

I encourage learning by using a number of different manipulatives, hands-on activities and state of the art technology. By incorporating class discussions and cooperative learning I am able to maintain a highly interactive and inquisitive learning atmosphere. Additionally, I continually assess student progress to recognize success, identify and correct areas of weakness and prepare students for Regents examinations and the SAT.

I truly believe that we are all life-long learners and would love the opportunity to share this belief with the students of the Webster Central School District. I hope to soon discuss with you how my experiences and abilities can best meet the needs of your district. Thank you for your consideration.

Sincerely,

First and Last Name

First and Last Name

458 Helena Ave., Syracuse, NY 13201 • (307) 456-8215 • lastname16@bonaventure.edu

May 17, 20xx

First Name Last Name, Superintendent
Dansville Central Schools
Dansville, NY 14437

Dear Superintendent Last Name:

I am contacting you at the suggestion of First Name Last Name, the principal of your elementary school, who I had the pleasure of meeting at Teacher Recruitment Days in Buffalo, NY last month. He/she/they felt that my background and experience would be an excellent match for the second-grade teaching position with the Greece Central School District. I will be completing my M.S.ED in Childhood Literacy at St. Bonaventure University this May and also hold certification in Childhood Education and Early Childhood Education.

My record is one of solid accomplishments in my teaching curriculum at St. Bonaventure University as well as in my student teaching placements at multiple grade levels. Among my qualifications are the following highlights:

- Demonstrated ability in taking academic subject matter and “making it come alive” for students through well-planned, hands-on activities that foster development of creative and critical thinking skills
- Recognized by school administrators and faculty for classroom management skills and the ability to create a positive and productive learning environment
- Proven ability to consistently and appropriately individualize instruction, based on students’ interests and needs
- Recognition as the Al Nothem Student Teacher of the Year award for excellence in the Education curriculum at St. Bonaventure University

I am confident that my background provides the skills you require for the second grade teaching position with your district and that through an interview I would demonstrate that my expertise and passion for teaching would be an excellent addition to your educational program. Thank you for your consideration. I look forward to speaking with you soon.

Sincerely,

First and Last Name

First and Last Name

234 Wildwood Ave., Olean, NY 14779

lastname12@gmail.com

(716) 244 0237

July 12, 20xx

First Name Last Name, Superintendent
Dunkirk Central School District
Dunkirk, NY 14048

Dear Superintendent Last Name:

It is with great interest that I enclose my resume for the Kindergarten teacher position with the Dunkirk Central School District. I am confident you will find my academic preparation and teaching experiences gained through St. Bonaventure University's School of Education, along with my commitment to diversity and inclusion, will benefit the students of your district.

As a student teacher at multiple elementary grade levels, I have had the chance to teach a diverse group of students including those challenged by autism, learning disabilities and non-compliant behavior, as well as those functioning below and above grade level. I have demonstrated skill in the ability to adapt instruction to meet the needs of different styles of learners to ensure the best possible educational experience for my students. I am skilled in developing and implementing daily lesson plans, assessing and analyzing student performance, and cultivating a classroom environment conducive to learning and growing, both academically and characteristically.

Currently, I serve as a Lifestyle Advisor for my University's Ally Building Network. In this role, I organize and facilitate workshops to identify stereotypes of race, gender, religion and culture. As a collaborative team member, I am actively engaged in developing on-campus activities devoted to community building and embracing diversity.

It would be an honor to teach your students and serve a district that maintains high educational standards and supports students with both their academic and personal growth. I would welcome the opportunity to meet with you to discuss how my skills, experience and cultural competency will add value to the Dunkirk Central School District's educational team. Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

First and Last Name

First and Last Name

lastname@bonaventure.edu • (716) 567-2345

May 14, 20xx

First Name Last Name
Director of Human Resources
Aldine Central School District
Houston, TX 77001

Dear Director of Human Resources Last Name :

In reviewing your website, I was excited to learn that you are seeking a School Counselor at the high school level. I enthusiastically submit my credentials for your review. My master's degree in Counselor Education with an emphasis on School Counseling from St. Bonaventure University, along with my experience in student-based behavioral therapy, academic and career guidance, and academic support gives me confidence in my ability to significantly benefit your school.

My ability to quickly connect with individuals and establish trusting relationships, along with my background in providing support and counseling services to students of diverse backgrounds, personalities, cultures, and socioeconomic conditions has prepared me to excel in the school counselor role. Please consider the following highlights of my qualifications gained through over 600 hours of experience as a school counselor intern:

- Provided support to students, including evaluating concerns, identifying and outlining treatment plans and working closely with cross-school faculty and staff to reach individual student goals
- Designed and introduced a peer mediation program, resulting in a 28% reduction in office referrals
- Advised more than 30 students in educational topics such as course selection, class schedules, career exploration, and ongoing study habits
- Supported students struggling with behavioral and/or disability challenges
- Demonstrated solid commitment to the field in my graduate academic work; gaining a broad understanding of therapy and counseling topics and completing my degree with a GPA of 3.97

With my previous experience and education in school counseling services, complemented by my goal of providing critical assistance to children in need, I believe I could swiftly surpass your expectations for the school counselor role. The opportunity to discuss the position in further detail would be most welcome. Thank you for your consideration.

Sincerely,

First and Last Name