

Your name

Your Address

Date

Their Name (DO NOT address to Dear Sir or Madam, Hiring Manager, etc.) Find out direct supervisor name

Company

Company's Address

Why are you interested in the position, this is your opportunity to wow your reader. Where did you find the position listed? Example: *Teaching is more than a career for me it is my vocation. Nothing makes me happier than seeing children write their name for the first time. It is with great enthusiasm that I write this cover letter to express my interest in your Preschool Teacher position. I found about this vacancy through Ms. Roberts, first grade teacher and former peer.*

This is where you introduce yourself. Focus on the now, what are you currently working on? Will you be graduation this May, if so, with what degree? Where are you currently working, what are your responsibilities in your current job and in your past jobs? Example: *I am currently finishing my student teaching at Lewis and Clark Elementary school in Grand Forks, North Dakota and will be graduating in May. My main responsibilities include preparing and teaching class for our kindergarten students... I will be graduating with a Bachelors degree in Elementary Education with an emphasis in special education.*

This is where you dive into specifics of your education and your experience. What courses helped you to become a great educator, and why. What additional experiences did you gather from your employment/internships. You can also add other experience, in which you learned valuable skills. In this case an individual can add experience from nannying. Leadership experience is also very important, were you or are you active on campus, how about in the community? Do you speak any other languages?

Why should they hire you? What are your soft skills (communication, efficiency, etc.) and how have you used them in the past? Remember to focus on how YOU are a great asset for the company and not so much on how this will be great for you.

Closing remarks, thank you for your time/consideration. This is where your contact information is included, your professional email address and your phone number. Inform your reader of any enclosed information, a resume, cv, recommendation letters (only submit when required) etc.

Sincerely, Respectfully.

Signature

Your name printed



Career Services
Student Success Center
270 Owen Hall
2900 University Ave
Crookston, MN 56716