

201 South 1460 East
Salt Lake City, Utah 84112
April 20, 2004

Terry Christensen
Director, Human Resources
Tooele School District
66 West Vine
Tooele, Utah 84074

Dear Mr. Christensen,

I am very interested in working as a secondary English teacher in Tooele School District. I understand that your district is growing rapidly and that you have some great literacy programs in place. I would like to contribute my skills and experience to your programs.

I will receive an English-teaching bachelor's degree from the University of Utah in May. I will be licensed to teach at the secondary level. In addition to coursework in literacy, writing, and classroom management, I have substitute taught, tutored, and worked in other literacy programs. I have a strong desire to help students in the Tooele School District to succeed.

I am very interested in discussing my qualifications for an English teaching position with you further. You can reach me at 581-6186 or imateacher@someemailaddress.com.

Sincerely,

Ima Teacher

Ima Teacher

Enclosure

Tips:

First paragraph: Arouse the interest of the employer. State the position you are applying for and show interest and enthusiasm. If there is a specific opening, you can mention how you heard about the opportunity.

Second (and perhaps third) paragraph: Explain why you are interested in working for this employer. Point out your qualifications – your education and experience.

Last paragraph: Pave the way for an interview by asking for an appointment, by offering to call the employer in the near future, or by making some similar suggestion to facilitate and immediate and favorable reply. Give additional contact info.

The cover letter should be no longer than ½ to 1 page long.

Enclosure: you are noting that you have enclosed your resume