

500 S. Main Street
Ada, OH 45810
February 12, 2xxx

Sample
Cover Letter for
Teacher Candidates

Name
Job Title
School Name
School Street Address
City, State Zip Code

Dear Mr./Ms. _____:

My interest in contributing to the enhancement of secondary education within the ANY SCHOOL DISTRICT has prompted my forwarding the enclosed resumé for your review and consideration. Previously, I received my Bachelor of Arts in Biology. I am currently a post-graduate student seeking life sciences licensure (grades 7-12) at Ohio Northern University and would like to be considered for a position as a Biology teacher in your school district, effective Fall 2xxx.

As a very hard working and dedicated person, I seek to provide success to young people. The enclosed resumé details that I have an experienced background, both working with young people and in real life settings where I was able to apply my knowledge of biology. Additionally, I have the maturity and organizational skills that are so vital to being a successful educator. I have a sincere interest in young people and enjoy working with them.

Please send me an employment application. I am very interested in talking with you further about possible employment opportunities with your school district. I am available for an interview at your convenience.

I look forward to hearing from you.

Sincerely yours,

Stephanie A. Hibbs

Enclosure: Resume