

Sample Cover Letter – Education

DO NOT COPY: You are advised not to copy this sample, but to use it to generate ideas to create your own resume.

Edwina Educator
14 Happy Students Road
Churchill VIC 3842
eeducator@hotmail.com
Mobile: 0440 736 042

18 March 2011

Mr Brown
The Principal
Princeton Primary School
55 Princes Highway
Small Town VIC 3002

Dear Mr Brown,

RE: Graduate teacher 2011 position No 3674523

I wish to apply for the position of Graduate Teacher at Princeton Primary School, as advertised on Recruitment Online. I have recently graduated from Monash University, Gippsland with a Bachelor of Education. My studies have provided me with the theoretical grounding, and my teaching rounds with the practical experience to continue growing as the excellent teacher that I strive to be.

I was inspired to apply for the position at Princeton Primary School due to your philosophy that “not all children are ready to learn the same thing at the same time in the same way”. I found this particularly true during my school placements where I embraced opportunities to scaffold students’ learning in order to facilitate individually appropriate stages of learning within a safe and constructive environment.

I am impressed with the range of activities undertaken at the school, such as the Science in Schools and Reading Recovery programs, and how these are tailored to meet the needs of the students. I am passionate about being involved in an active school community that is characterised by a willingness to engage new programs that provide opportunities for students that extend the standard curriculum. The culture of ongoing self-reflection and improvement that is indicated to me by your School Charter and Code of Practice documents is very encouraging to me as I am keen to develop my skills as an educator. I am a passionate and enthusiastic individual who enjoys working with positive people who share my enthusiasm for teaching and learning.

I have a varied repertoire of employment experience and believe that my professional knowledge and skills together with my personal qualities make me an ideal candidate for this job. My communication skills and professional approach to teaching have added to the successes I have enjoyed so far in my teaching experiences which is reflected in the reports of my teaching supervisors (available upon request).

Enclosed are my curriculum vitae and response to the Key Selection Criteria, which together illustrate my experience and particular skills. I look forward to the opportunity to share with you examples of my experience and developing teaching practice through my professional portfolio. The link to my iwebfolio is: www.edwinaeducator.wordpress.com address. Thank you for your consideration. I look forward to hearing from you in the near future.

Yours sincerely,

Edwina Educator

Enc: Resume, Response to Key Selection Criteria

