

Longwood Student
longwood.student@live.longwood.edu
Full address
Cell phone #

Month, Day, Year

Company/School
Address
City, State Zip

Dear Applicant Selection Committee (or listed name):

1) Opening paragraph:

- 3-4 Sentences to grab the attention of the reader
- What initially has you interested in that school, company, line of work/study
- Mentioning some good things you have heard/researched about the school/company - Wrapping up with naming the job title/program and company/school

2) Second Paragraph (why this school/company-job):

- 4-6 sentences
- Specifically: why that school/company?
- Eloquently address 3-4 specific items that impress/interest you—look up the mission, values, and goals of the organization as well as their major accomplishments - This shows the company/school what you value
- Cover letters/personal statements aren't all about your skills and experience, they are about showing employers/programs how you are a fit

3) Third Paragraph (your qualifications/fit):

- 6-8 Sentences
- How your skills relate to the role
- Read job description/program website and identify key responsibilities/skill sets needed
- You are not simply regurgitating your resume
- Write in narrative format to discuss how you fit within their company
- Smooth flow from concept to concept

4) Optional Paragraph (personal philosophy):

- 3-4 Sentences
- Depends on the space you have and what field you are going to
- Can highlight one more skill set/piece of experience
- Philosophy statement: utilize this space to discuss your work philosophy in your field (if applicable)

5) Closing:

- 3-4 Sentences
- Re-stating what you have already said with new language
- Mentioning any intangibles that make you different than other candidates
- Stating sincere interest and thanking the reader for their time

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July 17, 2017

Company Name

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Dear _____:

Prince Edward County has been my home for the past four, going on five, years as a student at Longwood University. While I have had the opportunity to learn and contribute to surrounding counties and their school districts, I have not had the chance to work where I call home. I know that Prince Edward's mission is to enable each student to achieve full intellectual, personal, and vocational potential, which is why I am interested in becoming an Instructional Aide at Prince Edward Elementary School.

Dr. Johnson's entry plan is part of what attracts me to this position. Student Achievement and Community Relations are key in enabling quality academic programs for children and enriched and varied exploratory opportunities. Teachers are responsible for implementing curriculum and monitoring student progress, while administration is building a support system within the community. I love how Prince Edward focuses on professional development and allows teachers to test and implement curriculum in the classroom in order to make the best instructional decisions for the students. Parent support is also a focus as online materials are available as a resource.

During my student teaching experience, I was able to assist the lead teacher with classroom activities and routines, prepared class displays, such as bulletin boards and door decorations, and instructed lessons in small group and one on one environments to reinforce student learning. After a few weeks, the responsibilities of the lead teacher became mine, and I continued to perform these activities while preparing and implementing daily lesson plans. Together, my cooperating teacher and I worked to achieve instructional objectives and goals. Watching my students learn and succeed was the most rewarding part of my experience, especially after creating a positive relationship with each student.

I believe that every student is capable of learning regardless of his or her background or disability. Effective teachers build relationships with their students and value them for who they are because you are not only a teacher; you are a role model and support system. Teachers are what lead students to success.

Through my past experiences in the classroom and as a student teacher, I know that I am capable of being an effective assistant teacher and future lead teacher. With my passion and hard work, I believe that I would make a positive addition to the Eagle community. Thank you so much for your time and attention; I look forward to the opportunity to discuss this position further.

Sincerely,

Full Name

Longwood University Career Services Cover Letter Tips and Sample
Maugans G05 | career@longwood.edu | 434-395-2063