

NAME

Address, City, ST Zip Code | 000-000-000 | email@gmail.com

MM DD, YYYY

Name

Title

School

Address

City, State Zip

RE: NURSING & HOSPITAL POSITION

Dear Ms./Mr. Name:

First paragraph: Convey your passion for teaching in. Tell me a story that engages me. Center your text vertically on the page.

Second paragraph highlights your accomplishments and experiences that demonstrate your expertise in a specific type of school, type of student or the unique value you bring. If you received excellent teaching reports, either as a student teacher, or in previous employment, mention this. Principals want to know if you had exceptional success with students. Briefly relate an anecdote that reveals your outstanding background. For example, if you worked with a particular type of exceptional student and had success with improving that student's comprehension levels, mention that. Or, if you organized a volunteer opportunity that received coverage by local press, include that. This is your opportunity to sell yourself.

Last paragraph: Be specific. Tailor your cover letter to include relevant experience to show you are a particularly good fit for that school. Remember to express your interest and that you are looking forward to the next step in the application process.

Sincerely,

Sailfish Sally

Enclosed: Resume