

Teacher Resume & Cover Letter Samples

Metropolitan State University's School of Urban Education prepares prospective teachers who can build on the talents and resiliency of diverse urban learners for success in school and life as well as providing urban schools with competent educators who can relate to the experiences of culturally and linguistically diverse youth and their communities.

Resumes

Resumes state qualifications and explain how you are a good fit for a position. Focus on making not only your education but also work, volunteer, and internship experience support your goal of becoming a teacher. Many skills transfer to the classroom, such as interpersonal, leadership, and communication abilities. Specializations may also be a valuable asset in an educational context, such as first aid training, language fluency, computer proficiencies, and artistic or athletic talents.

Cover & Follow-up Letters

Cover letters focus on qualifications not easily represented in the resume. Be timely; apply promptly and follow up right after interviews with a thank-you letter expressing interest in the job and any future opportunities. Letters should be one page and only take a minute or so to read. If there is not a place to upload a letter online, mail, e-mail, or drop it off in person.

- Address it to a specific contact or search committee chair in the organization who is part of the hiring process
- Use the same header and font as the resume
- Highlight qualifications, explain how you meet or exceed key requirements
- Be as interesting as possible – tell your story
- Know your audience and use language from their industry

Introductory Paragraph

A simple, clear opening works nicely: state why you're writing, what you're applying for and where you heard of it. You want to get a reader's attention and state your goal.

Main Paragraphs

This is where you highlight your strongest qualifications and experience. Show the natural fit between you, the organization, the specific job, and the selection criteria. Write one or two paragraphs about three to five sentences long. Consider using a few bullet points.

Closing Paragraph and Signature Line

Indicate your excitement about and availability for the position, when you could start, ask for an interview, and/or mention how best to contact you. If possible, conclude with a statement indicating that you will follow-up with a phone call. Remember to thank them!

For the signature line, keep it very simple. Use your full name and consider repeating your preferred method of contact.

ABDI MOHAMED

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Coon Rapids, MN 55448

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SUMMARY

Urban Elementary Education program graduate with a background in working to improve the lives of youth from diverse circumstances. A reflective and resilient educator committed to providing equal educational opportunities. Bi-lingual in Somali and English. Seeking opportunity to cultivate the talents of students at the pre-kindergarten to sixth-grade level.

Expertise includes:

- Developing and implementing student-centered lessons for diverse classrooms with special and regular education students
- Adapting lessons after reviewing student backgrounds and learning needs through individual education programs and pre-assessments
- Maximizing student learning experiences through positive classroom management

EDUCATION

Metropolitan State University, St. Paul, MN: 2020

Bachelor of Science: Urban Elementary Education (Pre-K to 6th Grade)

University of Wisconsin-Madison, Madison, WI: 2012

Bachelor of Arts: Sociology

EDUCATION EXPERIENCE

Como Park Elementary School, St. Paul, MN: 2019–2020

Student Teacher

- Led classes in reading, science and social studies under the guidance of the teacher
- Fostered an environment of cooperative learning in a multi-cultural and multi-lingual class
- Modified lesson plans to incorporate new interactive white board technology

Ramalynn Montessori Academy, Apple Valley, MN: 2017–2018

Assistant Teacher

- Prepared students ages three to six to excel in their education through the Montessori method
- Collaborated with lead teacher to create, implement and evaluate lessons in pre-reading
- Maintained student records and handled scheduling and parent communications

OTHER PROFESSIONAL EXPERIENCE

Catholic Charities, Minneapolis, MN: 2010-2016

Client Advocate

- Recruited, hired, trained, empowered and supervised program staff
- Coordinated and built relationships with volunteers, interns and trainees
- Focused work on reducing generational poverty among diverse populations

VOLUNTEERISM

Eastern Heights Elementary, St. Paul, MN: 2006–Present

ESL Classroom Assistant

- Engage students in activities designed to improve their language skills
- Ensure privacy policies are followed by staff
- Maintain an organized office and assist with schedule creation

PROFESSIONAL AFFILIATIONS

National Association for the Education of Young Children (NAEYC) student membership

Education Minnesota

International Reading Association

TECHNICAL SKILLS

Interactive Whiteboard

Microsoft Office: Word, PowerPoint, Publisher, Excel

Microsoft Teams

Zoom

Blackboard

MOUA XIONG

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SUMMARY

Licensed K-6 Teacher, fluent in Hmong and English, seeking to improve the educational opportunities of urban learners.

Experience includes:

- One year teaching a diverse group of elementary students
- Several years as a teaching assistant focused on students with special needs

EDUCATION

Metropolitan State University, St. Paul, MN

2020

Bachelor of Science: Urban Elementary Education (Pre-K to 6th Grade) GPA: 3.82

University of Wisconsin-Eau Claire, Eau Claire, WI

Courses in elementary education

PROFESSIONAL EXPERIENCE

Chelsea Heights Elementary, St. Paul, MN

2019–Present

Teacher

- Teach grades 2 and 3, assessing students and adjusting teaching strategies to maximize their learning potential
- Provide large- and small-group instruction
- Serve on school's activity planning and volunteer coordinating committees

Randolph Elementary, St. Paul, MN

2017–2018

Teacher Assistant (volunteer) – Grade 1

- Assisted teacher of 27 students with building lesson plans and creating individualized education plans for students identified with autism spectrum disorder characteristics
- Developed classroom activities and graded assignments
- Provided tutoring and homework assistance for students who missed school

Randolph Elementary, St. Paul, MN

2015–2016

Special Education Assistant

- Gained rapport with special education students, focusing on those with autism spectrum disorder
- Raised students' reading scores by using the Accelerated Reading Program

ADDITIONAL TRAINING

- Course in basic conversational Spanish, Minneapolis Community Education
- In-Service Classes: "Reaching and Teaching Latinx Students" and "Somali Life"
- Crisis Prevention Institute (CPI) trained in nonviolent crisis prevention

Sarah T. Rybak

1887 Osceola Avenue
St. Paul, Minnesota 55111

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Professional Summary

Creative and innovative **Elementary Teacher** seeking a classroom teaching position that provides the opportunity to work with a broad range of learning abilities, socio-economic backgrounds, and socio-emotional development needs. Diverse background includes a Bachelor of Science degree in education with a minor in Spanish and extensive hands-on experience as a student teacher, tutor, nanny and volunteer. Recognized as an energetic and committed professional who develops and maintains positive, nurturing relationships which foster challenging and rewarding educational experiences for children. Expertise includes:

- Classroom Management
- Lesson Planning
- Outdoor Experiential Education
- Knowledge of Special Needs and Autism
- Fluent in Spanish
- Strong Presentation Skills

Education

Metropolitan State University, St. Paul, Minnesota
Bachelor of Science: Urban Early Childhood Education

Licensure:

Minnesota License, first-sixth grade. File folder #401680

Honors and Awards:

Dean's List (2019)

Urban Teacher Program Student of the Year (2019)

Classroom Experience

Cedar Ridge Elementary School, St. Paul, Minnesota
Student Teacher

January 2019 – present

- Formulated daily lesson plans and units focused on weekly themes for varying developmental levels.
- Developed a new, innovative social studies unit which involved first grade children in selected readings, map creation, and the development of a class book of maps. Project encouraged class participation, individual expression, and excitement for learning.
- Participated in parent-teacher conferences: organized 30 individual portfolios, conducted reading and math assessments, and met with parents to communicate children's progress and assessment results.
- Assessed students based on and working with the Companion Reading program.
- Assisted and formulated lesson modifications for students with Special Needs and Autism Spectrum Disorder (ASD).
- Worked one-to-one with a first-grade student with ASD; child responded positively to individual instruction which was demonstrated in improved behavior and performance.

Related Experience

Jefferson Elementary School, Minneapolis, Minnesota
Volunteer Tutor

2017 – 2018

- Worked with learning-challenged eight-year-old on reading and writing; used flash cards and reading and math assessment tools. Reading speed improved from 20 wpm to 53 wpm in two months.
- Tutored preschoolers in school preparation for reading, writing, and math; children showed greatly improved grasp of number grouping concepts and letter recognition.

YWCA, Minneapolis, Minnesota
Daycare and Youth Program Coordinator

2010 – 2016

- Cared for eight children and coordinated exciting learning opportunities and events including field trips to library, zoo, Children's Museum, and Science Museum.
- Planned and led social gatherings for up to 18 children; including activities such as crafts, sports, and outdoor adventures.
- Tutored a child with ASD on speech development and social skills, participated in Individual Education Plan, and assisted in researching educational placement for child.

Sample Cover Letter

KATHERINE RODRIGUEZ

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Coon Rapids, MN 55448

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KatherineRodriguezMN@hotmail.com

June 20, 2020

Dr. Lila Johannsen
Superintendent of Schools
Independent School District #286
6400 Humboldt Avenue North
Brooklyn Center, MN 56430

Dear Ms. Johannsen:

I am writing to apply for the third-grade teaching position at Earle Brown Elementary School that is currently posted for Independent School District #286. Having completed the Urban Teacher Program at Metropolitan State University, student teaching at Como Park Elementary School in St. Paul, as well as several years of working with diverse populations, I am well qualified to help students of all backgrounds and abilities succeed. I also have volunteered as an ESL classroom assistant for the past 5 years.

My extensive experience as an ESL classroom assistant would make be a good fit for the diverse population of Earle Brown; giving these young learners their best chance to develop the basic skills required to succeed in school. I also served as a client advocate for Catholic Charities for five years, focusing my work not only on training but also on inspiring staff to make a difference in the lives of people who have experienced generational poverty and seek to improve their lives.

Thank you for giving my resume consideration. I am eager to meet with you to discuss possible employment at Earle Brown Elementary School. I look forward to hearing from you.

Sincerely,

Katherine Rodriguez

Enclosure

Sample Thank You Letter

MOUA XIONG

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April 25, 2020

Dr. Lila Johannsen
Superintendent of Schools
Independent School District #286
6400 Humboldt Avenue North
Brooklyn Center, MN 56430

Dear Dr. Johannsen,

Thank you for the interview today for the third-grade teaching position at Earle Brown Elementary. I really enjoyed meeting you and your colleagues and learning more about your school and its mission.

After meeting your team, I am even more interested in the position. I think my teaching experience with this grade level at Chelsea Heights Elementary and Randolph Elementary would enable me to make a smooth transition to the Earle Brown community. Also, I look forward to working with the ESOL students as I have successfully done in my student teaching.

I so appreciate you taking time to interview me today. I would welcome the opportunity to join you at Earle Brown Elementary and believe I would be a creative and energetic addition to your staff. Please contact me if you have any questions and again, thank you.

Sincerely,

Moua Xiong