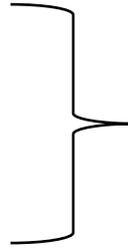


Your Full Name  
City, State and Zip code  
Today's Date

Administrator's Name  
Administrator's Title (if available)  
School or District Name  
Street Address  
Town, State and Zip



**Opening.**

Use Standard Business letter format

Dear \_\_\_\_\_ : (If unknown, use "To the Hiring Manager")

The first sentence must name the specific position for which you are applying. This is because the very first reader of your resume will probably be the office assistant who needs this information to place your letter in the correct pile.



**1<sup>st</sup> paragraph**

What position you are applying for?

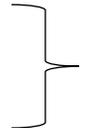
The second paragraph should begin with a great attention getting sentence that shows how you can help the school address it's needs and sets a well-written, sincere tone. Continue to describe your strengths and accomplishments as they relate to the needs of the school. You can mention any special connection such as being a graduate of the school or having students taught there.



**2<sup>nd</sup> paragraph**

How can you meet the school's needs?

Reveal more of yourself in this paragraph. Accomplishments and special talents should be stressed. Include anything that sets you apart and adds value to your application.



**3<sup>rd</sup> paragraph**

To highlight special talents or circumstances

The fourth paragraph expresses your sincere commitment to education and teaching children. You can end by thanking the reader and requesting a personal interview.



**4<sup>th</sup> paragraph**

The closing

Sincerely,

Your full name