

Contact information is formatted identically to your résumé. Format is the same for cover letter, résumé, references, interview thank you letter.

## Jessica Smith

111 Simcoe Street North Oshawa, Ontario L1H 7K5(Your Address)

phone: (905) 555-1111 (h) e-mail: jessicasmith@yahoo.com (your contact info)

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December 8, 2004 (current date you are sending it)

Ms. Jane Brown (proper name of addressee)  
Director of Human Resources (addressee title)  
Board of Education Name (address)  
5555 King Street West  
Oshawa, Ontario L8T 6H8

Re: Secondary Teaching Position Name (Reference # \*\*\*) – refer letter to a specific job

Dear Ms. Brown

Personalize salutation (find out the name of the person to whom you are directing your résumé)

### First Paragraph:

- State the title or position you are applying for (e.g. secondary position or elementary gr. 7/8)
- Highlight your qualifications (B.Ed. in ?, special skills, univ degree?, future courses?) that would make you (right off the bat) suitable for this job and certainly qualified for applying)
- Possibly indicate you have X years of experience in the field of teaching/highlight placements
- Certainly (up front) indicate you have computer experience and knowledge
- Indicate you will be 'graduating' or finishing your program in late April
- Why you are applying to board (grew up there, like certain aspect of their philosophy etc.)

### Second Paragraph:

- Your philosophy of teaching/learning that is consistent with Board's philosophy
- Expand about what you value as an educator and what's important in your classroom
- Use some buzz words (assessment, technology, integration, literacy/numeracy, child-centered, life long learning, creative, energy, curriculum, etc.)

### Third Paragraph:

- Indicate what you could offer to the Board/school in terms of your talents and skills
- Expand upon your résumé (don't copy info there) in terms of what you've done to be an asset
- Make note of key 'hirable things' - music, computers, ESL, languages, special ed etc.

### Fourth Paragraph:

- Indicate your appreciation for their time in looking at your résumé
- Indicate phone numbers (from résumé) where you can be reached, available for interview

Sincerely,

Sign it in ink

Jessica Smith

Or, if submitting electronically, leave only one space after your complimentary closing, then type your name in italics (best resembles a signature)

**NOTE: Always write in full sentences, never bullets, since the cover letter is meant to convey your written communication skills.**