

Sample Education Cover Letter

Jill Pepperdine

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October 29, 2011

Human Resources
XYZ Unified School District
123 Any Street
Any Town, CA 12345

Dear Hiring Committee:

I am writing in regards to the Second Grade Teacher position at XYZ School. I believe my interest in working with English Language Learners and my experience teaching in diverse settings would make me an excellent fit for this position.

My background in designing engaging lesson plans and curriculum in accordance with California State Standards and Curriculum Frameworks enables me to effectively meet all the required standards while still contributing my own creativity and individualized approach to learning. I have a strong understanding of child development and I can contribute the following skills:

- Spanish language fluency
- Mastery of SDAIE techniques in the classroom setting
- Effective use of various classroom management strategies and styles
- Ability to integrate technology into lesson plans

I am particularly interested in XYZ School because of your award winning reading program for English Language Learners and your comprehensive approach to improving student reading ability. Enclosed is my resume with further details on my qualifications. I would greatly appreciate the opportunity to meet with you to discuss my qualifications. Thank you for your time and consideration.

Sincerely,

Jill Pepperdine

Sample Education Cover Letter

Miguel Andre Pepperletter

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January 25, 2012

Andrew Jones
Assistant Superintendent of Human Resources
Aldler Union School District
2323 E. Main Street
Calabasas, CA 90123

Dear Mr. Jones:

With changes in Information Technology evolving at an unprecedented rate, having a skilled Technology Specialist is imperative for any school district. I have experienced first-hand during the past few years how dramatic advances in technology have affected our school districts. Without a doubt, our school districts face many challenges in the months and years ahead. Adler Union School District's commitment to developing a technology integrated program will greatly enhance the learning experience of your students. My background and leadership experience in the field of technology make me a strong candidate for the Technology Specialist position.

As you will see on the enclosed resume, I offer a background as a seasoned technology professional with exceptional leadership, analytical, communication, and organizational skills. With a Bachelor of Science degree in Information Technology and a Master of Arts Degree in Learning Technology from Pepperdine University, my background enables me to offer a high level of technological solutions for Aldler Union School District's challenges. In addition, my experience as the Technology Coordinator at School X has provided me with following the following qualifications:

- Ability to integrate technology in an academic setting using 21st Century Skills of Learning
- Skills in managing information support programs efficiently and effectively
- Experience conducting effective professional development technology training for employees
- Background in collaborating, implementing, and monitoring district technology plans
- Familiarity with effective hardware/software technology purchasing
- Expertise in implementation of technology systems

I am confident that I offer a blend of technical expertise and leadership abilities, which would be of great value to Adler Union School District. I look forward to a personal interview to further discuss my qualifications. Thank you for your time and consideration.

Sincerely,

Miguel Andre Pepperletter