

COVER LETTER

1. The cover letter is just as important as your resume and it should be able to stand by itself.
2. Its purpose is to insure that your resume will be among those considered for an immediate interview.
3. Be sure to include a cover letter with every resume that you send.
4. Do not use a form letter, type each one individually and use the standard business format.
5. Tailor this letter to each position showing that you are aware of the needs of that school district.
6. It should be addressed (if possible) to the person in charge of hiring for that position.
7. Start with a self introduction, which should include the title of the position for which you are applying.
8. Refer to portions mentioned in your resume which have relevance to the position requirements.
9. Provide some examples of your achievements and show how you produce results.
10. Indicate how your qualifications and skills can contribute to the position.
11. Close each letter with a statement of action that you will take, i.e., you will be anxiously awaiting a replay.
12. Off- size paper or conservatively colored stationary can be effective in making your cover letter stand out.
13. Your cover letter should not be too formal, nor should it sound desperate.
14. Use your cover letter to mention any necessary information that is not shown in your resume, i.e., temporary phone number of where messages can be left for you.