

Sample Cover Letter

Dear [Principal Name/Hiring Manager]:

I am writing to apply for the position of ESL teacher. Earlier this week I spoke with Principal Jeanette Rogers at the recruitment fair, and I was excited to learn about MS 123. As a progressive educator, I strongly believe in your mission to educate the whole child, and I believe my outgoing personality, teaching experience, and familiarity with athletics and the arts make me a strong candidate for the position.

You will find that my resume covers my past accomplishments in detail. My teaching experiences have allowed me to work with a wide variety of pupils, from elementary-aged children to married adults, native English-speakers to transitional English-speakers, and both special and general education students. By teaching at all levels and serving in a variety of locations—from Minnesota, to New Jersey, to Japan— I have gained valuable experiences in understanding the needs of my students, curriculum planning and assessment. Over eighty percent of my beginning and intermediate ELLs passed last year's NYSESLAT as proficient or better. I am a fast learner who takes initiative, and I constantly strive to enrich my professional development by collaborating with other teachers. I would relish the opportunity to be an ESL teacher at your school, where I know that over a third of the students are English Language Learners.

I would appreciate the opportunity to tell you more about my work experience and discuss how I could contribute to MS 123. I would be happy to supply strong references at your request. I look forward to hearing from you soon.

Thank you for your time and consideration.

Kind Regards,

[Your Name]