Sample Education Cover Letter

Jill Pepperdine
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May 4, 2013

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 have been consistently recognized by teachers and administrators for my effective use of classroom management strategies and my ability to integrate new technologies into lesson planning. I am also fluent in written and spoken Spanish and am able to communicate with parents and families from Spanish-speaking households in order to actively engage them in their child's educational experience

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

PEPPERDINE UNIVERSITY
Graduate School of Education and Psychology
—— CAREER SERVICES ——

Sample Education Cover Letter

Miguel Andre Pepperletter

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February 14, 2013

Andrew Jones
Assistant Superintendent of Human Resources
Adler 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 collaborative approach and my 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, having successfully implemented new learning technology platforms across multiple K-12 schools in Southern California. 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 Adler Union School District's challenges. Specifically, my experience as the Technology Coordinator at School X has provided me with 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