Your Full Name

Address

Postcode

Email

Mobile No.

Date:

Recipient’s Full Name

Recipient’s Job Title *(if known)*

School Name

Address

Postcode

Dear (Mr/Mrs/Miss/Ms) Recipient’s Title and Surname,

Ref: *(if known)*

**First paragraph.**

Start with an opening paragraph detailing why you want to apply for the job and what appeals to you about the school.

*As an [early career] teacher with [number] years’ experience in a [primary/secondary] school setting, I feel I would be well-suited for the role of [job title] at [name of school].*

*I have a Bachelor of Education [Primary] from the University of [name] and have completed my placement teaching [Key Stage 1] at [name of school]. Please find my CV attached.*

**Second paragraph.**

Research the school and tailor your letter by saying something specific about the strengths of the school. Expand on why you want to be considered.

*The nature of my work in education has prepared me for this position. My interest in [...] stimulated me to lead a project on [...] My role here was to […]. As part of this, I had to liaise with [...] meaning that I have developed skills in [...]. I faced some challenges along the way, such as [...] and overcame them by [...]. The impact of the project overall was [...]. This was measured by/ has been evidenced in [...].*

**Third paragraph.**

Often combined with the second paragraph, this should highlight YOUR strengths and why your skills, experience and knowledge would make such a great asset to the school. Make plenty of links between the school and yourself- where do its aims coincide with yours? Always back up your statements with evidence and refer to your CV.

*In addition, I have successfully employed a [...] approach/ strategy when teaching and found that this led to many positive student outcomes, such as […]. A key part of my career is helping students reach their potential, which I work towards by focusing on [...] when teaching.*

*As shown by my experience in schools, I am enthusiastic about education and always strive to do the best for my students. I am able to take on responsibility for learning and have experience of successfully managing a class. I also have the enthusiasm and determination to ensure that I make a success of this role.*

**Fourth paragraph.** Any additional points - perhaps what you hope to gain if offered the vacancy, how it fits into your career plans or any little extras you might want to mention such as any voluntary work, interest/hobbies or travelling you have done.

**Concluding paragraph.** Always finish your cover letter on a positive note- tell them when you’ll be available for interview (and for work) and that you look forward to hearing from them.

*Thank you for taking the time to consider my application, I am available for interviews, and I look forward to hearing from you in the future.*

Yours Sincerely,

Your Full Name