The beginning of the letter will introduce you the position you are applying for, and the source of information. For example: ‘I am writing you to express my sincere interest in applying for teaching and substitute positions beginning in August 2014. During my undergraduate education I participated in several Secondary Education programs and I am certified in Secondary Education in Pennsylvania. I am a Secondary Education Graduate, and am looking for an opportunity to work in Secondary Education of xyz school district.’ 

The next paragraph, will detail on your skills and work experience. Mention about the number of years of experience you have, and in short, write about your job responsibilities as well. For example: ‘I will complete my Bachelor’s degree in Secondary Education at East Stroudsburg University May 2014. In my time at East Stroudsburg University, I spend many hours in classrooms focusing on secondary education. I am currently in a x grade classroom and my teaching placements have included xyz ….classrooms. This experience gave me more experience being a leader in the classroom and taught me different teaching styles and techniques from being in many classrooms. These experiences along with my student teaching have prepared me to be a remarkable teacher. I have found a passion to teach students and see the potential and growth that is capable in every student.’ 

The third paragraph will let the employer know why you are interested in working with this particular organization. For example: ‘I feel that I possess many professional skills and personal qualities that will allow me to be a great teacher and employee. My organization and flexibility, which is shown through working with many different age groups, have allowed me to be productive and accessible in the classroom. On a personal level, I am dependable, patient and caring. These qualities have allowed me to have the drive potential to be successful in my placement.’ 

The last paragraph should thank the reader, and let him/her know that you area available for an interview. For example: ‘Again, I am interested in available teaching and substituting positions in your district beginning this summer. I would be thankful to be granted the opportunity to grow as a professional at your school and I hope you see my passion for teaching and learning. I thank you for your time and consideration. Please let me know if I may provide any additional information.’

Sincerely,

Insert a digital signature

Your name
Telephone number
Email