

Career change cover letter structure

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Aim for: one page, written in traditional letter form, created in a separate word or PDF document to send with your resume.

11 February, 2016

Use concise and simple language, with content flowing logically

Mr. Frank Garfield
Sunnyside Secondary College,
PO Box 36
Sunshine, VIC 3608

Dear Mr Garfield,

Re: Secondary Teaching Position (Reference No: 154)

Tell them why you are contacting them, where you saw the job advertised.

I am most interested in applying for the above six months maternity leave secondary teaching position advertised in 'The Age' on February 9. I am confident that my experience and skills set will be an asset to your students' learning and development and have attached my resume and responses to the selection criteria as part of this application.

Write in paragraphs, with a space in between each

Highlight strengths, qualifications and experience you have for this particular job

As a recent graduate in the Graduate Diploma of Education (Secondary), I am enthusiastic about applying my knowledge and experience. I am well equipped with both a background in business and employment in the marketing and advertising sector to teach both Visual Communication and Business Studies. This includes extensive practical experience during the design process for product development as well as the business acumen acquired through my tertiary studies.

Build on why you're suitable for this job, with examples of related experiences

My planning and organisational abilities have been developed through a range of experiences. Examples include implementation of engaging curriculum during my teaching placements, organising professional events and being part of team sports. With knowledge of Kidmap and involvement in compiling student reports, I am capable of undertaking assessment and reporting duties. I have also been successful with 'at risk' and underachieving children by devising ability appropriate educational programs.

Make statements regarding your interest in the field, achievements, and what you know about the organisation you're applying to.

My enthusiasm for teaching is evident through the extra curricular awards and activities I have undertaken. I was awarded 'Student Teacher of the XYZ' for the National Secondary Education Program as well as receiving a Student Teacher Partnership grant. With a strong interest in all areas of education 'I was interested to read that Sunnyside has recently been selected as a Victorian State Government Community Linkage School; as I'm passionate about dynamic approaches to student learning, I would welcome an opportunity to be part of initiatives such as this.

I look forward to the opportunity of meeting with you and discussing how I can contribute to your school community and objectives.

Yours sincerely,

Close with a positive statement indicating your enthusiasm to meet for interview.

Kim Sample

Kim Sample

Insert a scanned signature, rather than typing your name.