

Career Change Cover Letter Structure

George Lee

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Mr. Andrew Gary

305 E 53rd St,
Kansas City, MO 64112

Dear Mr Gary,

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.

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 extracurricular 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,

George Lee

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

Insert a scanned signature, rather than typing your name.