

142 Your Address Blvd

City Name, CA XXXXX

your.name@gmail.com

PRESCHOOL TEACHER



(XXX) XXX-XXXX

[Today’s Date]

[Hiring Manager’s Name]

[341 Company Address]

[Palo Alto, CA 94301]

[(xxx) xxx-xxxx]

[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I was delighted to find out about the opening for [Position] at Discover Learning Academy on LinkedIn. As a current preschool teacher at the Goddard School in Colorado Springs, I am very familiar with private school systems and their intensive learning environments. Prior to the Goddard School, I also spent four years leading classes at Blue Lake Preschool in Carbondale. Noteworthy highlights from my teaching career thus far include:

* Receiving Teacher of the Month (April 2018) at the Goddard School
* Developing and coordinating successful field trips for students, with 95% positive feedback from parents
* Implementing a highly reviewed storytelling program that improved students’ speech clarity by 24%

My additional qualifications include my certification in infant and child CPR as well as my musical talents, which I like to regularly incorporate in the classroom. I have always enjoyed engaging students through music and the arts, and have subsequently been praised for my creative instructional delivery.

I’d love to learn more about the opening at your school and look forward to the opportunity to speak with you further. If you have any questions about my experiences, please do not hesitate to contact me. Thank you for your time and consideration.

Sincerely,

[Your Name]

Dear Job Seeker,

PLEASE note that you \*must\* install the font files to make this cover letter template work perfectly. It’s very simple to do – **just follow the instructions in the “Read Me” file in the Zip file you downloaded this template from.**

If you’re struggling to write your cover letter, **don’t worry.** You’re in good company – everyone struggles with it. For a high quality cover letter that will land you employment, we recommend [consulting the certified experts at Resume Writer Direct](https://resumewriterdirect.com/cover-letter/?utm_source=CL_Word_Doc&utm_medium=RWD_Link&utm_campaign=RG_Downloads). (Yep, they can also help you with your resume!)

Or, here’s some other content that might help you finish your cover letter.

* [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=CL_Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)
* [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide?utm_source=CL_Word_Doc&utm_medium=Cover_Letter_Guide_Link&utm_campaign=RG_Downloads)
* [Cover Letter Examples by Industry](https://resumegenius.com/cover-letter-examples?utm_source=CL_Word_Doc&utm_medium=Cover_Letter_Examples_Link&utm_campaign=RG_Downloads)

Oh, and by the way, **you’re also going to need a resume.**

* [Free Resume Builder](https://resumegenius.com/?utm_source=CL_Word_Doc&utm_medium=Resume_Builder_Link&utm_campaign=RG_Downloads)
* [How to Write a Resume](https://resumegenius.com/how-to-write-a-resume?utm_source=CL_Word_Doc&utm_medium=How_to_Write_Resume_Link&utm_campaign=RG_Downloads)
* [Resume Samples by Industry](https://resumegenius.com/resume-samples?utm_source=CL_Word_Doc&utm_medium=Resume_Samples_Link&utm_campaign=RG_Downloads)