EDUCATION & Teaching Fields
Application Letter, Resume & References – Entry-Level Positions

For each application, revise to highlight your relevant motivations, strengths (e.g., skills) and experience.

January 15, 20XX

Dakota Smith
99 Green Acres Drive
Regina, Saskatchewan S9E 0X2

Chris Jones
Director of Education
Happy Valley School Division
Somewhere, Saskatchewan SSP 5Y1

Dear C. Jones:

Attached are my resume and references in application for the position of Grade 3 Teacher (Competition #T08-01) with the Valley School Division, as advertised through Student Employment Services at the University of Regina. With great enthusiasm I apply for this position as an excellent opportunity to 

In April, I will complete all requirements for a Bachelor of Education – Elementary (Middle Years) from the University of Regina. Through my studies and Internship, I have acquired a foundation of knowledge and skills in teaching ______ with strengths in managing large classrooms, adapting lessons to the needs of diverse learners, ______ and ______. For my Internship, I taught a Grade 3 class at Fort Qu’Appelle Elementary School. Through this experience, I ______.

My relevant work experience includes positions as a Camp Counsellor, Summer SunSpot Leader and Youth Curling Coach (volunteer), all of which required skills in planning and facilitating a broad range of social and recreational activities for children and youth. For example, I ______. These experiences also strengthened my skills in collaborative teamwork, intercultural leadership and communication, ______ and ______. As a new graduate, I am committed to pursuing a rewarding teaching career, continuous personal and professional development, and contributing to ______.

Thank you for your consideration of my application. Given my background, skills and commitment, I am confident that I can successfully fulfill this teaching position. I look forward to an interview to further discuss my potential and can be reached at dakota.smith@email.ca or 306-761-9891.

Sincerely,

D. Smith

Dakota Smith

Attachments: Resume, Reference List

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