

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.

If you don't use a letterhead, write your name and address under the date.

Margins: 1" (2.54 cm) margins all around.

January 15, 20XX

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

Job Scam Protection: Some fraudsters impersonate employers. Research the employer well. Limit sharing personal information to your cell number, email address and/or LinkedIn invitation.

Chris Jones
Director of Education
Happy Valley School Division
Somewhere, Saskatchewan S5P 5Y1

Use Keywords: Closely review each job posting. Use exact keywords from the posting to highlight and describe your related strengths and experience. Note some examples, details and statistics (e.g., title of a unit plan or special event).

Dear C. Jones:

Salutation Options: Dear Hiring Manager, Selection Committee, Human Resources Director

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 _____.

Your Motivation & Voice: Why this employer and work? Highlight your potential contribution.

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,

Signature: Write your signature on paper letters. For electronic letters, simply type your name.

D. Smith

Dakota Smith

Attachments: Resume, Reference List

Highlight relevant knowledge, skills, attitudes and accomplishments. Add some supporting details and examples (e.g., coached two teams).

Option: Present some information using headings and bullets:

Teaching & Coaching

- Developed teaching units on _____
- Coached _____
- Commended for _____

Equity Applicants: Many employers are committed to developing a diverse workforce (employment equity) and seek applicants from equity groups. Research each employer before deciding whether or not to self-declare as a member of an equity group:

Aboriginal People, Visible Minorities, People with Disabilities, Women in Non-Traditional Careers

Declaration Example: "In submitting my application, I would like to self-declare as member of an equity group (note the group)."

