

UMF Career Services

Annotated Education Cover Letter

Have questions? Go to <http://www2.umf.maine.edu/careers/cover-letter-toolbox/> for examples and advice.

May 20, 2017

Dr. Gary Quimby, Director
University of Maine Children's Center
113 College Ave.
Orono, ME 04473

Tell reader which position you are applying to and tell them about your education and certification status, if applicable.

Dear Dr. Quimby:

I am writing to apply for the position of Preschool Child Care Teacher advertised in the May 20-21 issue of the Bangor Daily News. I will receive my B.S. in Early Childhood Education with a minor in Psychology from the University of Maine at Farmington (UMF) in May, 2017. At the conclusion of my 16 weeks of student teaching, I also will have completed requirements for Maine State Teacher Certification for Kindergarten through third grade, including passage of the Praxis I and II exams. I am confident my experiences and education have prepared me well to serve the community of UMaine as a Preschool Teacher.

As you can see from my enclosed resume, I have a wealth of experience working with children in early childhood settings. In addition to the practicum and student teaching field experiences, I know and can use American Sign Language (ASL). I completed a one-year course of study at UMF and have practical experience communicating with my own hearing-impaired family members. In my experience, ASL visual cues clarify communication for children with speech deficits as well as help all children learn letters, numbers, colors, and words. For example, I am now teaching a Kindergarten class at George Mitchell School in Waterville, Maine, the signs for the alphabet, days of the week, colors, and basic emotions. Each of the experiences outlined on my resume has sharpened my skills in planning lessons or activities for inclusion of multiple intelligences, varied abilities, and student success.

I look forward to discussing my qualifications and skills with you in an interview. Please find enclosed my resume, three letters of recommendation, and a copy of my transcript. If you have questions about my application, please feel welcome to contact me at 207-778-4048 or via e-mail at wendy.greenleaf@hotmail.com. Thank you for considering my interest in serving the children, parents, and staff of the University of Maine Children's Center.

Sincerely,

Wendy Greenleaf

Let the reader know that you are interested in the position and ask politely for an interview. State your contact information.

How does your experience relate to the job opening? State your qualifications and skills – make strong connections between your abilities and their needs (as mentioned in the job posting). How do you match the job?

UMF Career Services

Annotated General Cover Letter

Have questions? Go to <http://www2.umf.maine.edu/careers/cover-letter-toolbox/> for examples and advice.

May 20, 2017

Steve Jannes, Director
ABC Company
100 Main Street
Portland ME 04101

Tell reader which position you are applying to and tell them about your education.

Dear Mr. Jannes,

I am writing to apply for the position of Project Coordinator in your Media Relations department. I learned about this position through Dr. Allen, my academic advisor at the University of Maine at Farmington. ABC Company has an outstanding communications department and I would be interested in learning more about it. As a recent graduate of the University of Maine at Farmington with significant experience in administration and media, I bring the energy and commitment to excellence necessary to thrive in ABC's innovative environment.

In my work with the Alumni Relations office, I was involved with several aspects of media relations, both with alumni and with undergraduates. For example, I was responsible for enhancing our social media presence and created opportunities for people to start a conversation with each other. This experience, combined with deep and varied employment and internship experience as a journalist and media consultant, prepare me to succeed at ABC Company.

I am excited about the opportunity to join the ABC team. I welcome the opportunity to talk with you further about the position. The best way to reach me is by phone (207-555-1212).

Thank you for your consideration,

Mary Jo Smith

Let the reader know that you are interested in the position and ask politely for an interview. State your contact information.

How does your experience relate to the job opening? State your qualifications and skills – make strong connections between your abilities and their needs (as mentioned in the job posting). How do you match the job? Why should they interview you?