Sample Cover Letter – Education

Matthew R. Jones
4315 East Elizabeth Street • Tampa, FL 33607
Phone (813) 934-7362 • mrjones@hotmail.com

March 2, 2012

Mr. Albert Heinz
Principal
Baxter Elementary School
250 Sampson Road
Tampa, FL 33629

Dear Mr. Heinz:

This letter expresses my strong interest in joining Baxter elementary school as a physical education teacher. With specific skills in student instruction, athletic conditioning, and team sports, I feel I can provide your physical education department with a high degree of professionalism and excellence.

Highlights of my strengths include:

- Student Instruction - Helped coordinate summer baseball camps for 5-13 year olds (averaging 50 campers per week) for the past four years. In addition, I served as head coach for the Junior Varsity baseball team at The University of South Florida for the past four years. Relevant experience also includes working as a summer camp instructor for six summers for 5-13 year olds.
- Well-versed in Conditioning & Weight Training - Currently, I am a YMCA fitness assistant and previously the conditioning coordinator for The University of South Florida's baseball team.
- Strong Background in Baseball and overall love of sports- Presently, I serve as the assistant pitching coach for the University of South Florida. I work with 21 JV players moving up to Varsity over the course of five seasons. As an undergraduate, I was a four-year pitcher with the team.

For these reasons and more, I am confident that your students would benefit from my diligent work ethic, friendly demeanor, and professional instructional style.

I am available to interview at your earliest convenience. Your time and consideration are much appreciated.

Sincerely,

Matthew R. Jones

Enclosure