

Your Name
Your Address
Your Phone and Email

Date

Organization Name
Attn.: Name of Hiring Person if Known
Organization Address and/or Email Address

Dear Sir or Madam (or address letter to hiring person if known):

I am writing to apply for the position of [fill in] at [organization name]. I recently completed [or I am currently completing] my [degree type] in [subject/field] at [institution] in [city/state], where my coursework focus[ed/es] on [emphasize areas relevant to the job you're applying for, such as policy development and implementation, qualitative and quantitative data analysis, equity and social justice in education, etc.]. I also have [number of years] of experience working in [fill in key work relevant to the current job, such as two years of experience teaching English in Japan, or three years of experience teaching middle school history in a Washington, DC, etc.]. I am seeking a position as a [job you're applying for] in order to broaden my impact on education policy and practice in the U.S. [or relevant context]. [Edit/replace previous sentence as you see fit to make it authentic to your focus and situation.]

I became interested in [topic of the job you're applying for] through my experience as [fill in]. That interest was refined when I [fill in other relevant experience you want to emphasize]. [In the next sentence or two, say a bit more about your specific experience relevant to the job. Help the reader feel confident that you already have many of the skills and dispositions needed to help their organization get to the next level in the area you're applying for. In other words, you want to convey subtly that they could benefit from the unique skills and experiences you bring.]

As I pursue new roles in [name your field], I am seeking to work with organizations that [say something about their organization's mission and vision]. [Name of the organization] does this by [indicate that you know something relevant about their core work or current projects]. I would welcome the opportunity to discuss how my skills in [include 2-3 relevant skills such as data analysis, student support, collaborative team-building, etc.] can advance the work of your team.

I am enclosing my resume and a list of references. [Edit previous sentence as appropriate.] Thank you very much for considering my application. I look forward to speaking with you.

Sincerely yours,

Your Name