<u>Click here</u> to get these templates as a Google doc. The cover letter template starts on page 5.

# **Template: Personal Statement**

(500 words)

In my junior year of high school, a math teacher changed my life. Before then, I wasn't a confident mathematician.

But Ms. Brooks helped me think about math—and learning— in new ways. She showed me that inclusive, supportive classrooms can transform school and spark curiosity, even for reluctant students.

### Hook:

- Share a strong statement to draw in your reader.
- Are there particular values or skills that the teaching program emphasizes? Briefly connect those to your experiences, to set up your interest in this particular program.

Through Sillystring State University's single subject mathematics credential program, I hope to build skills to invite inquiry and students' whole selves into the classroom. I want to become like the teachers who inspired me.

# Connect:

- In a couple of sentences, share your thesis: Why do you want to attend this teaching program?
  What about your background makes this program a good fit for you?
- Be sure to name the specific program you're applying to!

My goal is to teach middle school math, but I wasn't always so sure. As a teenager, geometry tests stressed me out, and algebra homework left me frustrated. I was uncertain of my skills, and I didn't know how to change that.

# Background:

 Briefly share the parts of your background that relate directly to your teaching goals. If you know what grade(s) or subject area(s) you want to teach, share that here too. Then I met Ms. Brooks. She wasn't like any math teacher I'd had. When she noticed me shut down, she talked with me to find out why. She brought students' other interests into class, too. We acted out skits of the Pythagorean Theorem. We made connections between patterns in math and patterns in art and music. I began to see math problems as puzzles that I had the tools to solve. I learned to approach the subject with more curiosity and less anxiety. My grades started to improve.

 If there's anything you're not proud of on your resume or transcript, you can address that here. Explain what you learned or how you grew from that experience.

I'm now a classroom aide with Summer of STEM, an enrichment program for middle school students. Over the past two summers, I've helped lead math lessons for sixth and seventh graders, and I've solidified my commitment to becoming a middle school math teacher.

Many of my students are in the program because they've gotten poor grades in math or science. When they arrive, they're already certain that math is boring and hard. It's my job to help them find a way in.

### Anecdote:

- Tell your story. How have your personal experiences (including pre-teaching experience) inspired you? What experiences have made you want to be a teacher?
- Get specific!

Last summer, I had a student named Eva. Outside of class, she was funny and outgoing. But in math class, she got quiet and wouldn't participate. Like Ms. Brooks, I talked with Eva. I asked her about classes she *did* enjoy, and why she thought math wasn't for her. Together, we figured out that when Eva didn't understand concepts right away, she got anxious and closed off. I let her know that it was okay to feel anxious, but it was still important to try. As the summer went on, Eva gradually opened up more. After she went back to her regular school, she proudly sent me a picture of her first B on a math test.

I think what helped Eva and me wasn't

For myself, Ms. Brooks made me feel

noticed. She believed I could succeed,

and she expected me to. Having an adult

who saw me as a whole person changed

how I saw myself.

just one-on-one time or creative lessons.

• <u>Validate:</u>

- Revisit your thesis. What did you set out to show? Remind your reader why your background makes you a good fit for this program.
- This is another good spot to highlight or revisit any values or skills that draw you to this particular program.

Middle school and high school are vulnerable years. At Summer of STEM, I try to see when students need a little extra attention or a different approach. As

# • Conclude:

- Reaffirm your commitment to teaching, and restate what you want to teach (if you know).
- Close with a strong statement about your goals for the future!

# Template: Cover Letter

(1 page)

To the team at KitKat Middle School,

I'm pleased to apply for the middle school math teacher position at KitKat. Last year, I served as a student teacher at KitKat and learned firsthand how special KitKat students are. I recently earned my mathematics teaching certification from Silly String University, and I'm excited to work in a community that I've already come to love.

I know that a single teacher can transform school and spark curiosity, even for reluctant learners. I hope to be a teacher who creates an inclusive, supportive classroom, and who invites inquiry and students' whole selves.

For the past three summers, I've worked as a classroom aide with Summer of STEM, an enrichment program for middle school students. Many students arrive at Summer of STEM because they've received poor grades in math or science. Often, they're already certain that math is

### Hook:

- Use a letter-style greeting with the name of a person, if you know who will do the hiring, or a team if you don't have a name.
- Avoid generic phrases like "To whom it may concern."
- Tell your reader what job you're applying for.
- Do you have a personal connection to the school or organization? Are there particular values or skills that the position emphasizes? Briefly connect those to your experiences, to set up your interest in this role.

#### Connect:

 In a couple of sentences, share your thesis: Why do you want this job? What about your background or values makes it a good fit for you?

## • Background:

- Briefly share the parts of your background that relate directly to your teaching goals.
- Get specific about how your experience has prepared you for this opportunity:
  - What excellent qualities did

boring and hard. My mission: to help each and every student succeed. To do that, I got to know students individually and found out what subjects they *did* enjoy—and used those subjects as entry points to math lessons.

My students and I acted out skits about fractions. We made connections between patterns in math and patterns in art and music. Through strong relationships, creative lessons and high expectations, my students learned to approach math with more curiosity and less anxiety. When students returned to school in the fall, it was a thrill when they reached out to me to share success stories of passed tests and improved grades.

When I became a student teacher at KitKat last year, I threw myself into the role and worked to build my confidence and identity as a teacher. In addition to my practice lessons and assignments, I took initiative to make connections and develop my skills. I visited special education classrooms to help me better support my students with disabilities. To improve my communication skills, I sat in with colleagues making parent phone

you show?

- What actions did you take to demonstrate those qualities?
- If there's anything you're not proud of on your resume or transcript, you can address that here. Explain what you learned or how you grew from that experience.

calls. To build my relationships with students, I stopped by clubs after school. When I found that I thrived on individual conversations with students, but needed to work on classroom management, I sought feedback from my mentor teacher, and I made opportunities to observe more experienced teachers in action.

My student teaching experience was an exercise in continual learning. It solidified my calling to pursue a teaching career, and to serve the KitKat community with creativity and connection.

Middle school is a vulnerable time. As a teacher, I try to spot when students need a little extra attention or a different approach. I hope to offer that same curiosity, passion and commitment to a

Thank you for your consideration, and I look forward to speaking with you.

full-time math teacher role at KitKat.

Sincerely,

[Name]

### Validate:

- Revisit your thesis. What did you set out to show? Remind your reader why your background makes you a good fit for this position.
- This is another good spot to highlight or revisit any values or skills that draw you to this particular job.

#### Conclude:

- Reaffirm your commitment to teaching, and restate what you want to teach.
- Close with a strong statement about your goals for the future!
- Thank your reader and sign off.