

Student Teaching Letter of Introduction and Resume Helpful Hints

FORMAT: You may or may not choose to use a template from the Web or MS Word. You may even choose to use your own personal creative design. Either way, it must be formatted nicely/professionally and contain **ZERO** errors. Try to use the same font for both documents so that there is consistency between the two. Proofread and have another person double check. The letter of introduction & resume must be one page in length on plain white paper (see examples provided).

RESOURCES:

Career Services Office

COMPASS, 145 Marano Campus Center

Contact them at 315-312-2255 or <http://www.oswego.edu/student/career.html>

They can assist you in developing a professional resume and letter of introduction as well as review your completed documents.

Optimal Resume - <https://oswego.optimalresume.com/>

If you can't physically make it to the Career Services Office you can submit your documents online on Optimal Resume and a staff member will review your documents and post any suggested changes and feedback.

COMMON ERRORS:

Aid vs. Aide.

Perspective vs. Prospective.

Principle vs. Principal.

There vs. Their vs. They're.

English is the only subject that is capitalized in a sentence. **Kindergarten** is the only grade level capitalized.

Please be mindful of your tense!

Place a comma **before** "and, but, or, nor, for, so, and yet" **when it connects two or more independent clauses.**

Watch out for **missing words** in a sentence (read the letter of introduction and resume aloud -- does it make sense?).

Watch out for **lack of agreement** -- "A teacher knows their subject matter" should be "A **teacher** knows **his/her** subject matter."

ACTION VERBS:

Achieved	Compiled	Developed	Facilitated	Initiated	Organized	Stimulated
Administered	Communicated	Directed	Generated	Inspired	Prepared	Supervised
Advised	Completed	Drafted	Handled	Invented	Presented	Taught
Analyzed	Conducted	Educated	Helped	Led	Proposed	Trained
Assembled	Constructed	Established	Identified	Maintained	Publicized	Updated
Assisted	Coordinated	Evaluated	Implemented	Managed	Restored	Utilized
Built	Created	Executed	Increased	Monitored	Sold	Verified
Collaborated	Designed	Explained	Influenced	Motivated	Solved	Wrote

Letter of Introduction Guide

Your Street Address

Your City, State Zip

January 1, 2015 (Date in long format)

Subject: Student Teaching Request

Dear Prospective Host Teacher and Principal:

This is the first or introductory paragraph of your cover letter. (**Avoid “Hello, my name is...”**) Get the teacher’s attention and interest by introducing yourself and telling them why you are writing (a request to consider hosting you for a Student Teaching Experience as part of your teacher preparation program). Briefly state why you are interested in or excited about this opportunity.

The next one or two paragraphs are used to sell yourself! Include your credentials that make you prepared to work in that school, with that age group, or in that specific course. You may highlight your work or voluntary experience, skills, coursework, training, or certifications. You may discuss experiences with young people (scouts, camp counselor, tutor, mentor, church youth group). Try to show the teacher how your interests, education and/or experiences could benefit their program/students. Mention one or two qualities or qualifications that you think would be of greatest interest to the teacher, especially those qualities that are highly sought in teachers. **Try not to repeat the same information the reader will find in the resume.** Use this paragraph to describe what you have to offer and how you will add value to the classroom.

This is the concluding paragraph. Thank the host teacher and principal for considering you as a candidate to student teach at their school. You may briefly indicate the benefit this experience will provide as you prepare to begin your career as a (your concentration) educator. End by providing contact information where you can be reached.

Sincerely,

(Your handwritten signature in blue or black ink goes here)

Your typed name

Enclosure

NOTE: This is a full block format. Single space paragraphs with normal margins and all text aligned to the left. Avoid overuse of “I”. Proofread carefully! Do not directly name a teacher or student in your letter. Remember to balance your confidence with humility.

Example Resume

(Your Name Here)

Street Address (Permanent)
City, State, Zip Code

(Phone Number with Area Code)
(Professional Email Address)

OBJECTIVE: To obtain a position as an elementary (1-6) student teacher

EDUCATION:

State University of New York at Oswego
Bachelor of Science in Childhood Education (1-6) Concentration: (your concentration here)
Anticipated Date of Completion: May 2015
President's List: Spring and Fall 2002; Dean's List: Fall 2001

Awards/Certifications: (List honors, awards, achievements, etc.)

- Certificate of National Service, AmeriCorps
- New York State Mandated Child Abuse Reporter
- Certificate of Achievement in Family Development Credentials, Cornell University

PRE-PROFESSIONAL EXPERIENCE:

Methods Practicum, Elm Street Elementary, Phoenix, NY Spring 2014

- Created and taught lessons from Science unit on Simple Machines
- Observed and aided in daily activities
- Provided individualized instruction for inclusion students

Practicum, Parish Elementary, Parish, NY Fall 2013

- Observed Special Education pre-school classroom
- Noted professional teaching techniques used with special needs students
- Helped produce a holiday play with the students

Practicum, Delaware Elementary, Syracuse, NY Spring 2013

- Observed SFA reading program for ESL students from various grade levels
- Observed various teaching during instruction
- Aided with daily learning activities and assignments

Teacher's Assistant, BOCES Pre-school program, Mexico, NY March 2011-May 2011

- Observed and took note of teacher's ability to build relationships with special needs children
- Worked with children on development of large and fine motor skills
- Read with students in groups and one on one

RELATED EXPERIENCE:

Family Educator, Even Start, Mexico, NY June 2012-December 2013

- Created literacy based appropriate instructional lesson plans
- Assisted families to become self-sufficient
- Planned and assisted with family outings and field trips
- Participated in and acquired knowledge from numerous trainings

Tutor, Migrant Education Program, Mexico, NY Summer 2011

- Created and diversified lesson plans to the needs of the students
- Prepared ESL preschoolers and ESL family to adaptation of Kindergarten
- Assisted with family outings and field trips

Assistant Director, AmeriCorps, Oswego, NY Summer 2010

- Organized programs for summer youth program
- Created daily activities and implemented them
- Oversaw staff of seven in daily activities with children