

STUDENT TEACHING INTRODUCTORY LETTER GUIDELINES

Due March 31

The introductory letter should consist of three typed paragraphs and be no more than one page (single sided) single-spaced. **You must send electronic copy to the teacher education program office. A copy of your introductory letter and resume will be sent to your cooperating teachers.** Keep your audience in mind as you write.

CONTENT

1. Include your name, email address, and cell phone number at the top.
2. Paragraph 1 - Educational Experience
In one paragraph, describe experiences you have had (i.e. teaching, tutoring, volunteering, practicum placements, etc).
 - What have you learned from these experiences?
 - How will you use these experiences and build on them during student teaching?
3. Paragraph 2 – Teaching Philosophy
In one paragraph, share how your teaching philosophy reflects what kind of teacher you hope to be. How will the following be influenced by your teaching philosophy?
 - Why is your content area important?
 - How will you teach your content area?
4. Paragraph 3 – Student teaching goals
In one paragraph, describe what goals you hope to accomplish during student teaching.
 - Areas for growth
 - Passions in the classroom you hope to pursue