

NYCTF Sample Cover Letter

Dear [Principal/Hiring Admin]:

I am writing to express my interest in the Secondary Special Education position at Grey Middle School. I am particularly enthusiastic about the prospect of joining your team, given the variety of instructional settings and services provided to students with disabilities at your school. As a NYC Teaching Fellow, I am working towards my certification to teach students with disabilities (grades 7–12), as I complete a rigorous summer training program and university coursework.

I have significant experience working with children with disabilities in a variety of volunteer capacities. Through my work as a tutor at the Madison Boys and Girls Club, conducting reading groups for English Language Learners, I was able to improve reading comprehension by an average of one grade level in four months. I employed similar strategies to those found in Grey Middle School's comprehensive education plan--helping students break down complex language and ideas by choosing texts that were interesting to them. These experiences have led me to seek a more substantial role in the academic and social development of children with a variety of needs. I am deeply committed to providing the highest levels of academic and behavioral support to each of my students, and will strive to ensure that each student achieves demonstrable academic gains.

I would welcome the opportunity to meet with you to discuss my qualifications as a special educator in more detail. Please contact me via email or phone if you would like to schedule an interview. I am available next Thursday and Friday from 8am to 1pm, and on Monday from 8am to 12pm. I would be enthusiastic to visit your school and present a demonstration lesson at your request.

Thank you for your consideration, and I look forward to hearing from you.

Sincerely,

[Your Name]