

June 7th 2015

Rebecca Mathews
Director of Education
Willington Middle School
123 Brook Drive
Lakeland, FL

Dear Ms. Rebecca Mathews:

Walking into a classroom with middle school children is a real test of wills! However, every day when the clock strikes 3:00, I know my day had meaning because I made a difference in the life of a child. One day at 5:00 p.m., I walked out of corporate America and now I am ready to turn my substitute-teaching career into a full-time gig!

Background. Throughout my entire career, I have helped corporations change and become more cost efficient, productive, and compliant, adhering to stringent protocols and changing regulations while remaining within varying budgets and time constraints. Having served as an IT and Business Executive, I now offer my unique skills to the noble field of education, where I can help shape the future for the children of this country. Please review my résumé for a detailed account of my accomplishments.

Teaching! I have successfully transitioned into education from corporate America as a middle school substitute teacher. If you ask those who know me as Mr. Wells, they will attest that I excel at connecting with students and grasping the multi-layered objectives of adhering to mandates while cultivating a learning environment for our youth. "Mr. Wells, you are the absolute best!" is what my children say. I have become the substitute teacher of choice!

Distinction. Fully aware that our education system will need to leverage technology and operate more like a business, I am lending my expertise. Through the best practices I have strengthened in corporate America, I am an asset to your school. These transferable skills will serve instrumentally to support faculty and administration through the education evolution, creating a foundation for enhanced learning built on technology, resource allocation, and cost-control strategies.

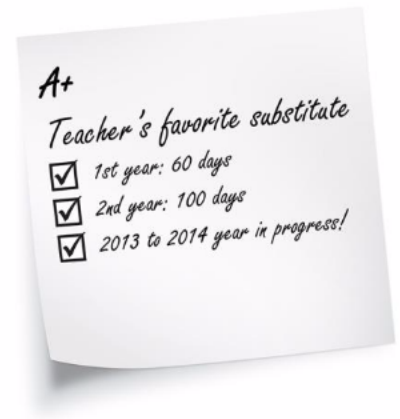
Passion. "The function of education is to teach one to think intensively and to think critically. Intelligence plus character is the goal of true education." ~ Dr. Martin Luther King

I am proud of my career accomplishments, in both business and the education field. I am ready for this new chapter. I kindly request a personal meeting where we can discuss your plans for the future of your school and how my qualifications can help you achieve them.

Thank you in advance for your time and consideration.

Sincerely,

George Wells



Resume Writing Strategy

This job seeker is ready to dive full-time into teaching. He has left corporate America for good and believes that his expertise in business and IT will help differentiate him from other candidates.

The cover letter is very creative, as a way to express both the candidate's objective in education and his story-like career transition. The use of the Post-It graphic helps focus potential employers on the job seeker's experience and accomplishments in that field.