

# GUIDELINES FOR JEWISH DAY SCHOOL JOBS: The Cover Letter

Presented by:



*A cover letter is your chance to show you are more than a list of bullet points.*

*Show employers what you bring to the table by following these pointers:*

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### Be memorable:

Include your name/contact information on your cover letter so that you stand out to employers.

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Jewish Day School  
Rabbi David Eckbergman  
Judaic Studies Principal  
100 Goldman Court  
Boca Raton, FL 33428

### Address the letter to your interviewer:

If you're not sure who that is, look on the school's website or call the main office to find out.

Dear Rabbi Eckbergman,

Since learning more about Jewish Day School at last year's Jewish Job Fair, I have kept an eye out for job openings at your school. When I noticed your 4<sup>th</sup> Grade Judaic Studies Teacher posting on JEDjobs.com, I was excited to see an opportunity to play a role in your school's commitment to fostering skills such as collaboration, communication, analysis, and creativity, and I'd like to explore the ways in which I can advance these values.

### Open with your story:

How did you first hear about the school and position? Why did they catch your attention? Show that you're aware of their mission and accomplishments.

**Stand out:** In a few sentences, describe why you're a good fit for this job. Share an anecdote that demonstrates your uniqueness.

Setting clear goals and milestones for a class while constantly assessing the needs of individual students is a process I've come to know well over the past three years, in both formal and informal educational settings. As a 5<sup>th</sup> grade assistant teacher at Steinson Hebrew Academy, I work closely with the lead teacher to create a behavioral support system that promotes student responsibility, facilitated by an app that enables us to give quick feedback to students and aggregate valuable data. This helped us get a handle on all students' behavior, but in particular, it has helped one student who had a hard time sitting still. The app enabled us to send him messages silently, and remind him of solutions we had thought up together, such as taking a two minute walk or taking 10 deep, quiet breaths without disrupting class. I've also found Project Based Learning to be a fun way for students to make meaning of information, and keep them actively engaged in learning. Students were enthused and engaged during our Jewish History Times reporting project in which they used a web platform to analyze and “sleuth” through sources about iconic Jewish scholars of the Medieval era, such as the Rambam. I compiled the sources, organized them on our class the web platform, and assisted in guiding students through the process of analyzing and examining information.

### Optional:

#### Highlight your skills:

If the job you're applying to requires specific skills or training, mention 1-2 of your credentials in bullet point form.

#### My experience also includes:

- Implementing backward design in 3<sup>rd</sup> grade Chumash units, assessments, and instruction by stating and measuring desired outcomes
- Proficiency in Microsoft and Macintosh applications and SmartBoard technologies

Reflective, intentional education is what keeps students interested and invested in their learning and growth. Jewish Day School's mission, vision, and emphasis on instilling adaptability, collaboration, and creative problem solving within the Judaic studies curriculum reflects the outlook and skills I've worked hard to foster in my teaching career and ongoing professional development. I look forward to hearing more about the position and discussing the possibilities with you.

Thank you for your consideration,

Teachy Newstein

**Say thank you:** Gratitude goes a long way.

### Finish off strong:

Express why you and the school are a good match, that you share goals, and that you're interested in hearing more about the job.