

Guidelines for a Letter of Introduction

Describe a little bit about yourself and then synthesize the goals that will help you explore and move toward your career in education. Focus on your development as a professional teacher and how your participation in a school and this course may help you.

1. Briefly describe yourself and any interests that relate to education. What characteristics and dispositions do you feel you will bring to the classroom?
2. Describe two to three goals, or your top priorities for the outcome of the placement and this classroom.

For each goal consider the following questions:

What challenges might you face and how can you overcome them?

What resources, knowledge or support from others do you need to be successful?

What skills do you already have that will contribute to your success?

How will you know that you have accomplished your goals?

3. Suggest any particular skills you may have and ways in which you would be willing to assist the teacher and students in this classroom.
4. Identify the assignments you will need to complete while in this placement.
5. Confirm the day of the week and times you are scheduled to work in your assigned classroom. Also provide/confirm your contact information with your partner teacher.
6. Include my name and contact information and encourage the teacher to contact me with any questions or concerns at any time.