

2622 Maple Avenue
Mankato, MN 56002
November 29, 2009

Laura Brady
Chair, Search Committee
Department of Communication
Minneapolis Community College
Minneapolis, MN 55405

Dear Lara Brady:

I am writing to apply for the position of English Instructor in composition recently advertised in the *Minneapolis Star Tribune*. I will receive an M.S. in English this June from Minnesota State University, Mankato, where I have taught composition for the last two years. I also taught high school English for two years before beginning my graduate work.

[This paragraph gets you in the right pile: name the position you're applying for and summarize your experience, explicitly referring to the qualifications stated in the ad]

At Minnesota State, I continued to develop my skills in teaching writing and literature. As the enclosed résumé indicates, I ...

[this paragraph is on teaching experience. The first sentence established the theme (appropriate to the ad if there's one there). Then you want to describe your experience, highlight/expanding on what put in the résumé (not merely repeating it) and drawing connections. May include something brief about your teaching approach/vision (i.e., evaluation or reflection), but this should not be a throw-away. End with a tie to the sought position somehow (i.e., I would enjoy the opportunity to apply these skills in a community college setting). Five sentences maximum.]

Coursework or other experience paragraph:

[how it prepares you for the responsibilities stated at the ad or will help you contribute. Again describe and tie. Refer to résumé but don't repeat verbatim; add new relevant info. Shorter than teaching paragraph.]

My complete credentials will arrive in the next few days. I would appreciate the opportunity to discuss this position with you further.

[Quick escape/what's next paragraph. Two sentences or so.]

Sincerely,

Chris Cunningham

Encl.

CHRIS CUNNINGHAM
2622 Maplewood Avenue
Mankato, Minnesota 56002
(507) 337-2664

EDUCATION

M.A. in English. Minnesota State University, Mankato. Expected June, 2009. Emphasis:
American Literature
Coursework in writing pedagogy, composition theory, and computer-assisted writing
instruction

B.A. cum laude in English. Coe College. 1992.

TEACHING EXPERIENCE

Teaching Assistant. Minnesota State University, Mankato, 2008-present.
As the instructor of record, taught introductory composition and research-writing
courses in both traditional and computer-assisted settings. Was responsible for course
design, daily classroom activities, and evaluation of student work.

Teaching Intern. Minnesota State University, Mankato. Fall, 2009.
Assisted instructor in design of a general-education literature course (World Literature).
Led discussions, lectured, design tests, and evaluated student work.

PRESENTATIONS/PUBLICATIONS

"Encouraging Critical Thinking during Writing Conferences." Minnesota Council of Teachers of
English, forthcoming, Spring 2010.

"Count Down." Short Story. *Blue Earth Review*. Minnesota State University, Mankato, literary
magazine, Spring 2009.

RELATED PROFESSIONAL ACTIVITIES

Composition Committee. Graduate Student Representative. Minnesota State University,
Mankato, 2008-2010.

Poetry Copy Editor. *Blue Earth Review*. Minnesota State University, Mankato, literary magazine,
Spring 2009.

Tutor. Learning Center, Coe College. 2006-2008.

REFERENCES AVAILABLE UPON REQUEST