**Paraprofessional Cover Letter Example**

[**Full Name**]  
[**Physical Address**]  
[**Telephone Number**]  
[**Email Address**]

[**Date**]

Application for the position of paraprofessional.

Dear [**Recipient’s title and last name**],

I was thrilled to read about this job posting [**in/on**] [**source**] as I believe I could be a great addition to your teaching department. I am a confident, compassionate, and detail-driven paraprofessional with over [**number of years**] years’ experience tutoring, mentoring, and supervising children between grades [**specify**].

I have extensive knowledge in the field and have always admired [**company name's**] appreciation for creativity and openness in the classroom. Currently, I hold a certificate in [**specify**] from [**college/university/program**] and an up-to-date paraprofessional license. I pride myself in having excellent [**skill 1**], [**skill 2**], and [**skill 3**] skills, which helped me take the lead in [**year**] when I [**add career milestone**].

In my previous position at [**specify**], I was responsible for organizing teaching material and classrooms, creating lesson plans, completing administrative duties, and supervising students on the playground and in the classroom. Over the years, I have been able to successfully identify issues with children's progress, ultimately developing my ability to conduct effective counseling sessions with guardians and parents.

I believe that my strong experience and knowledge of childcare makes me the ideal candidate for this position and I would be delighted to discuss the position further. Please feel free to contact me at [**email address**] or [**telephone number**]. You can find my complete resume attached. Thank you for taking the time to consider my application.

Sincerely,  
[**Your name**]