

MARY ELEMENT

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October 30, 2012

Mrs. Sally Knoles, Superintendent
Best School District
943 23rd Street North
New York, NY 80999

Dear Mrs. Knoles:

I am pleased to present my resume to you for consideration as an **Elementary School Teacher** with the Best School District. I have a Bachelor of Arts Degree in Elementary Education, and a state of New York teaching license. With over 15 years of classroom experience, and the desire to provide *all* students with an excellent education, I am confident in my ability to be a valuable asset to your school district.

As my resume will demonstrate, my teaching career has been geared toward the empowerment of elementary school children. I have a strong passion to educate young minds and help them blossom into well-rounded, responsible, and successful individuals. Throughout the course of my career, I have had wonderful opportunities to teach diverse groups of students, including those with learning disabilities, those who performed at grade level, and those who were gifted/exceptional. As a result, I have become proficient at designing creative and stimulating lesson plans, which accommodate multiple intelligences, bring a hands-on approach to learning, and keep students interested and focused.

My greatest strengths include inspiring and motivating students. I actively engage their eager minds by incorporating a variety of manipulatives, enjoyable activities, and cooperative learning projects. In addition, I tailor lesson plans to meet their diverse interests, as well as demonstrate direct connections between the classroom and everyday life. Furthermore, I hold parent and teacher conferences on a regular basis to promote participation in the educational process, reinforce education in the home, and boost students' self-confidence and self-esteem.

I look forward with great anticipation to discussing with you the many ways in which I can make a significant contribution to your educational program. Thank you in advance for your time and consideration.

Sincerely,

Mary Element

Enclosure