

LOUIS MARTIN

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<Date>

<School District>

<Address>

<Address>

<City, State Zip Code>

Dear <Title> <Name>:

It is with great anticipation that I present my resume to you for a position as a Teacher Assistant (K-3) with the <School District>. As you will note, in addition to earning a Bachelor's Degree, I also have nine years of hands-on classroom experience.

As a versatile educator, I have had the opportunity to work with a wide variety of students including those afflicted with ADD/ADHD, learning disabilities, and behavioral challenges. From this experience, I have been able to remain sensitive to students' unique capabilities, provide individualized support, and collaborate with the lead teacher to cultivate a supportive learning environment, where each student is able to learn and succeed.

Providing assistance to students by employing effective listening techniques allows me to help the lead teacher assess their needs, goals, and struggles. After evaluation, I can adapt my methods to accommodate multiple intelligences and learning styles, ensuring each student will comprehend and retain the information in the manner that suits him/her best. Furthermore, helping to promote engaging educational games and supervising effective hands-on activities that encourage participation and socialization with peers are just a few of my talents as Assistant Teacher.

One of my greatest strengths is helping maintain a well-disciplined learning environment, with minimal interruptions and maximum productivity. This is achieved by pulling misbehaving students aside, reinforcing positive behavior, and implementing a reward system. In addition, I develop an excellent, trusting rapport with all students to make certain that they feel comfortable and safe in the classroom.

As a highly compassionate and committed educator, with a passion for life-long learning, I welcome the opportunity to meet with you to discuss how my extensive experience and skills would benefit your elementary program. Thank you for your time and consideration, and I look forward to hearing from you soon.

Sincerely,

Louis Martin

Enclosure