# Meaghan P. Mitchell

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November 7, 2018

Dr. W. C. Peabody  
Director of Instruction in Fairfax County Schools  
8115 Gatehouse Road, Falls Church, VA  22042

To: Dr. W.C. Peabody,

As I finish my senior year in the education school at Longwood University, I am highly interested in becoming a part of your school system as a writing teach within the Special Education team. I am a qualified candidate, and believe a job with your school system would be an ideal fit with my skills, training, and experiences from previous jobs in the work force. I am an organized and relaible preservice teacher, who is a team player. I am looking to contine growing in my knowledge and skills in a school. While focusing on the needs of students, and striving to build an effective learning community.

I have attached my resume to give more details of the skills and knowledge that I have gained. I believe all aspects of my past experience would be most beneficial in your Special Education team. Key elements which I possess for the success of the position include the following:

* Commitment to helping each and every student no matter their ability and needs
* Professional demeanor
* Detail oriented, accurate, flexible, reliable, and efficient
* Team player with the ability to work effectively and efficiently in any environment

Other qualities that I possess, which may not be expressed from my resume, include integrity, problem solving skills, and high energy. I am one who embraces new ideas and I am always open minded. My ultimate career goal is to work for you because my values align with those of your company. Developing students to have good writing skills is highly important and with my creativity and dedication I hope to help students develop the writing skills they need to succeed.

My dedication, experience, and skills would be an ideal match for schools team. I am eager to learn more about the position and look forward to working with you in the future.

Thank you for the consideration.

Sincerely,

Meaghan P. Mitchell

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