Dr. M.J. Brown, Assistant Superintendent of Instruction in Wise County

628 Lake Street

Wise, VA 24293

December 7, 2018

Dear Dr. Brown:

I am a current senior at Longwood University looking for full time employment. As a dedicated and skilled future language arts teacher with excellent training in developing lesson plans and curriculum for middle grade students, it is my pleasure to submit the enclosed resume for your consideration. My background and passion for education positions me to significantly impact your school as your next Middle School Teacher.

Curriculum development, classroom management, targeted learning programs, and innovative educational techniques are just a few of the areas in which I excel. Throughout my experience, I have honed my communication and creativity skills to help engage and motivate students in grades 6-8.

I am really excellent at creating multi-genre projects to accurately assess each student individually. To the same end, I also meet with students in conferences and communicate effectively. My big lesson plan backs this up. Along with the plan, I have included a power point for that lesson that includes all my questions and mentor texts. This shows that I can effectively use mentor texts to teach on a big topic. Another work I’ve included is a blank poster. It is something I use to help students understand how visual cues impact a piece of writing. This is, quite clearly, the poor example that I would have my students edit.

My enthusiasm for fostering collaborative and exciting educational environments will encourage and develop productive, thoughtful, and accomplished young students. With my credentials, I am well prepared to dedicate myself to the highest standards of learning at your school and exceed your expectations for this position. I look forward to discussing my qualifications in further detail.

Thank you for your time and consideration.

Sincerely,

Carissa Rhodes