

161 South Prospect Street, Apt. 3
Burlington, VT 05401

April 26, 2013

Sara Jane Mahan
Director, Human Resources
Burlington School District
150 Colchester Avenue
Burlington, VT 05401

Dear Ms. Mahan:

I am writing to apply for the second grade teaching position at Edmunds Elementary School advertised on www.schoolspring.com. I will be graduating from the University of Vermont in May with a Bachelor of Science degree in Education and will be licensed in Vermont to teach elementary school (K-6). My fieldwork experiences at Edmunds Elementary were both rewarding and challenging. I am excited to be applying for a full-time position at the school!

As you will note in my resume, I am completing my student teaching at Shelburne Community School this spring. Much of my work with the Aurora Team, a 3-4-5 multiage team, involves service learning. For example, as a supplement to my solo weeks of teaching, I am working with parents and community members to create and implement a service learning project that connects the students to their environment through a park clean up and poetry writing. Through differentiated instruction and one-on-one attention, the students in my classroom learn, grow and welcome challenges. I am able to engage all of my students because I focus on their individual learning styles and strengths. My lesson plans are always designed in adherence with state standards and I incorporate technology into my teaching as often as possible. Additionally, my experiences as a camp counselor have enabled me to develop comprehensive teaching skills in a variety of environments in addition to the classroom. The combination of my experiences, educational background, and my great interest in motivating students of all backgrounds will enable me to contribute to the success of Edmunds Elementary School.

Attached, per your request, are my resume and letters of recommendation. I look forward to having the opportunity to further discuss my experience and qualifications with you. I will follow up on my application by phone in the next two weeks. In the meantime, you can reach me at (518) 333-4444 or by email at ellamentary@yahoo.com. Thank you for your time and consideration.

Sincerely,

Ella Mentary