

For online, general cover letter to all schools

Sara Lent

8 Circle Dr. ◻ Fairport, NY 14450 ◻ 385.356.7810 ◻ saralent@gmail.com

June 2012

Dear Human Resource Manager,

In December I will be graduating from St. John Fisher College with a Bachelor of Arts in English Literature, a concentration in Literacy and a New York Certification in Adolescent Education. In addition to a valuable student teaching placement in the Fairport School District this past spring, I was also very fortunate to have been assigned to School Without Walls in Rochester. This amazing experience opened my eyes to how using creative, interactive teaching techniques can result in much more buy-in and sense of accomplishment by students.

My experience at the School Without Walls convinced me that I love teaching, especially in an environment that has impressive strategies in place to cultivate a love for learning through it's recognition of diverse instructional needs and the broad range of programs that it offers. I facilitated a senior seminar on 'The Modern Novel', introducing the bigger issues of the meaning of life and goal setting. What excited me the most during both my student teaching assignments was the culture of curiosity and excitement promoted through activities such as the 'Invention Fair', the after-school clubs and the many targeted class projects. I would love to be a part of a dynamic teaching team.

In addition to a variety of teaching and camp counselor positions, I have gained leadership and team building skills through my positions as chairperson of the Education Club at St. John Fisher and an avid team player on the St. John Fisher Women's Soccer Team.

I would love the chance to meet and further detail the strengths and enthusiasm I believe I can bring to the broad and exciting subject of English. I can be reached at 385.356.7810 or by email at saralent@gmail.com. Thank you for your consideration.

Sincerely,
Sara Lent

Please see sample below for specific school position

Targeted to specific school

Mitch Miller

987 Harmony Lane, Windy City, NY □ 14587 716-865-0237 □ Mmiller4@aol.com

February 14, 2012

Human Resources
Rochester City School District
131 Broad St.
Rochester, NY 13456

Re: Childhood and Special Education Teacher for Grade Three

Dear Human Resources,

I am submitting my application for your Third Grade teaching position in the Rochester City School District, confident that the energy and creativity I bring to my lesson planning and student interactions would make me an excellent addition to your staff. In May I will be graduating from St. John Fisher College with a dual certification in Childhood and Special Education, for grades 1 through 6.

My two ten week student teaching modules in the Brighton School District and at Russell Elementary, School #7 in the Rochester City School District provided valuable and very different classroom experiences. Learning to explore innovative strategies to meet a diversity of learning and behavioral needs was definitely challenging, but exciting. I was able to work effectively both in large group situations as well as one on one with students with various disabilities utilizing my strong motivational skills and sense of humor to connect with the children.

Each summer I have been privileged to hold a position as a counselor at Camp Kirk, a camp for children with disabilities, especially ADHD. My dedication and firm belief that no hurdle is insurmountable has earned me the 'Counselor of the Year' award two years in a row with letters of appreciation from both parents and campers. In addition, I have cared for a child with autism for the past three years, assisting him with homework and after-school activities.

I feel I would be a great asset to the Rochester City District. I have the enthusiasm and optimism to make a difference in children's lives along with experience in collaborating with professionals, parents and students. Please feel free to contact me at 457-865-0237, or by email at mmiller4@aol.com to further discuss my qualifications.

Sincerely,

Mitch Miller