

Elaine C. Kwan
310 East Market Street
Tiffin, OH 44883
(123) 456-7890
Ekwan777@yahoo.com

June 1, 2008

Ms. Nancy Johnson, Principal
East Side City Schools
222 East Street
East Side City, OH 12345-6789

Dear Ms. Johnson,

Enclosed are my application materials for the High School English teaching position at East Side City Schools. This May completed my Bachelor of Arts in English from Heidelberg College, and received Ohio Licensure in AYA Language Arts (grades 7 -12). Last fall I completed my student teaching in your district at Pleasant Valley Middle School, and enjoyed a wonderful experience with students in several English Literature and Writing classes. I also appreciated the professionalism and caring attitude of the teachers and staff.

During my various field experiences, I worked with students at all levels, including 9th grade remedial Language Arts and AP English. This included providing individual, small group and whole class instruction to students with learning disabilities, emotional disturbances, and multiple disabilities. I value individuality, and strive to meet the needs of each student. To accomplish this, I use a variety of hands-on activities and different teaching strategies to accommodate diverse learning styles. A few of my students favorites include my "Recycle Your Essay" competition and "Rule or No Rule", a grammar game based on a popular TV show. I also recognize the importance of trust, and successfully established relationships with students that resulted in a safe, comfortable, challenging learning environment.

Copyrights@BestLetterTemplates.com