

COVER LETTER BASED ON A REFERRAL

10 Plum St.
Concord, NH 03301
July 12, 2009

Dr. Julia Pond, Principal
Lamcomb Elementary School
1234 High St.
West Lebanon, NH 03784

Dear Dr. Pond:

I am writing to apply for the third-grade teaching position at Lamcomb Elementary School. Dr. Jean Tony, who supervised my student teaching, told me of your vacancy, and I was immediately interested because of the particular nature of the position you are offering.

As a result of my experience working with children over the past eight years, I am now looking forward to continuing that work on a more professional level. A real joy of mine has been to work with children one-on-one and in groups, seeing how strategies I learned in the classroom work, and seeing children succeed.

I have always been passionate about teaching children. At the age of twelve, I was fortunate to have been able to work with my mother, volunteering for a Treatment Foster Care Program in the state of Connecticut. This program became known as “*Justa*” – as in *just a choice* in caring for “difficult to place” children. I was proud to be a part of this worthwhile effort. This experience helped form my decision to work with children and to make a difference.

In working with young children, I have learned patience, caring and most of all the art of listening. My ability to listen and be sensitive to children’s needs helped me develop hands-on, recreational activities for children at the CASA after-school program at Weare Middle School in Weare, NH. Most if not all of these children had emotional or physical disabilities. I was able to get children involved in group activities like sports or crafts, and become a bit more self-disciplined in the process.

I am thoughtful, and pay attention to the different teaching strategies I have learned in class. While teaching my “reading buddy” at the Henniker Elementary School, I found that if given the chance to approach a book in different ways, a child will always find the way that suits him or her best. It was very fulfilling for me to see my third grade student gain skills in reading as I employed different teaching strategies.

I would bring my listening skills, my knowledge of teaching strategies, and my genuine commitment to helping children get “connected” to Lamcomb Elementary School. I have enclosed a copy of my resume for your convenience. This will give you a more complete idea of my background.

Thank you so much for your consideration. I look forward to speaking with you. I can be reached most easily by email at ascrooge11@nec.edu, and hope to hear from you soon.

Sincerely,

Alan Scrooge

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