

Dear Ms Hong-Nhi Do,

I was very excited to hear about your opening for an Associate Teacher position from [REDACTED]. I'm energized by the idea of teaching and mentoring smaller groups of students in a flexible and innovative classroom environment. In college I volunteered in a fifth-grade classroom on an education service trip at a charter school in [REDACTED]. My week teaching in this school taught me the value of charter schools—especially for diverse groups of kids with non-traditional learning styles. Below I've outlined my relevant skills and experience for this position.

**Educational Experience.** In college, I worked as a student academic advisor, responsible for 20 first-year students. Using the learning test VARK, I worked with students to determine their learning style and help them develop their study skills.

In the fall of 2016, I worked with a fifth-grade student who had ADHD. She often struggled to complete her homework. My goal as her tutor was to address the concepts she had trouble with in new and different ways. Since she had difficulty concentrating in class and at home, I worked with her on getting her homework done efficiently and reducing distractions in her home environment.

**Commitment to Learning.** In college, I interned with a local arts non-profit. After learning how little arts education was provided in public schools, I started a club that provided free arts education for low-income classrooms. In this club, I created lesson plans in art, music, and theater for other volunteers and also taught the lessons myself. Because students ranged in age from kindergarten to fifth grade, lesson plans had to be fun and adaptable!

**Culturally Competent Educator.** As a Housing Applications Coordinator at the YWCA, many of the people I served were POC, immigrants, disabled, low-income, or a combination of these identities. Because my job was a new position, my responsibilities included building equitable policies that would guide the rest of my work. Developing policies required a thoughtful understanding of the barriers clients faced, whether those barriers were cultural, lingual, or disability-based. For this reason, I'm thrilled by the idea of working for a community-focused school that takes into account different obstacles students face and makes it its mission to eliminate them.

Thank you for considering my application for the Associate Teacher position at [REDACTED]. I'm beyond excited by the opportunity to continue developing my teaching skill set as an associate teacher for the 2018-2019 school year. I look forward to hearing from you soon!

Sincerely,

[REDACTED]