

SAMPLE BROADCAST LETTER

Dr. Peter Leibman, Principal
Brooklyn High School
180 Johnson Place
Brooklyn Heights, NY 11562

Dear Dr. Leibman:

As an afterschool employee at the Walnut School in Park Slope, New York for the past six years, I began as a homework helper for kindergarten-3rd grade children. For the past three years, I have assumed complete responsibility for the supervision of a staff of ten and student body of 100. I introduced a Reading through the Arts and Building Self Esteem Program and implemented an intergenerational initiative where retirees serve as volunteers. My efforts have raised reading levels and doubled enrollment.

As a student teacher at P.S. 128 in Middle Village, New York, I develop and present lessons utilizing the New York State standards in mathematics and English language arts as a guide. I differentiate instruction for a diverse population of 2nd graders with different learning styles and create an optimal learning environment of mutual respect with effective classroom management skills. The goal of my work is to establish occasions of success and build self-esteem. All supervisory reviews have been most positive.

I am writing to you to be considered for an elementary teaching position at P.S. 128 in Middle Village, NY.

I will graduate from St. Francis College in May of 2012 with a degree in Childhood Education and a 3.5 GPA. I was vice president of Kappa Delta Pi Education Honor Society and was on the Dean's List every semester. All required seminars in Safe Schools Against Violence, Prevention of Child Abuse and Maltreatment, and Prevention of Substance Abuse have been completed. The LAST and ATSW certification exams have been passed and the CST (content specialty) is pending. I will be fully certified at graduation.

Characteristics that I believe enhance my candidacy include: team player, great communication skills, belief that all children can succeed, strong motivational skills, attention to detail, thorough lesson planner, and willingness to assume responsibility for before or after school activities.

I would welcome the opportunity to discuss my qualifications in greater detail in a personal interview. You can reach me at (917) 777-1234 or by e-mail at sjohnson1234@yahoo.com. You can also contact my college supervisor, Dr. Peter Leibman at his home (516) 724-1234 or his office (718) 724-5678. My resume and reference list are attached for your review. Thank you for your consideration.

Sincerely,

Steve Johnson