

Grace Postorino

900 S. Olive Ave, Box 438, West Palm Beach FL 33401 | xxx-xxx-xxxx | grace_postorino@pba.edu

MM DD, YYYY

Name

Title

School

Address

City, State Zip

RE: SCHOOL & JOB POSITION

Dear Ms./Mr. Name:

First paragraph: Convey your passion for teaching in. Tell me a story that engages me. Center your text vertically on the page.

Second paragraph highlights your accomplishments and experiences that demonstrate your expertise in a specific type of school, type of student or the unique value you bring. If you received excellent teaching reports, either as a student teacher, or in previous employment, mention this. Principals want to know if you had exceptional success with students. Briefly relate an anecdote that reveals your outstanding background. For example, if you worked with a particular type of exceptional student and had success with improving that student's comprehension levels, mention that. Or, if you organized a volunteer opportunity that received coverage by local press, include that. This is your opportunity to sell yourself.

Be specific. Tailor your cover letter to include relevant experience to show you are a particularly good fit for that school. Remember to express your interest and that you are looking forward to the next step in the application process.

Sincerely,

Your Name

Enclosed: Resume

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March 4, 2017

Ms. Stephanie Laymon
Principal
Southwest Florida Christian Academy
3750 Colonial Blvd
Fort Myers, FL 33966

RE: SOUTHWEST FLORIDA CHRISTIAN ACADEMY TEACHING POSITION

Dear Ms. Laymon,

I suppose you could say my first teaching job was when I was four years old: I lined my stuffed animals up on my bed and taught them the Bible verses I learned at church. Even at that age I knew teaching would be a part of my career path, and that doing so at a faith based school was important. Therefore, it was with great interest that I read about your job posting in Palm Beach Atlantic University's employer database, PBA JobLink.

I am especially interested in this position because I grew up in and graduated from SFCA. Because of my history with the school, I am very familiar with the campus, the faculty, and the community. Another thing which appeals to me is the continued emphasis on teaching students creative ways to learn, which correlates very closely with my area of teaching expertise.

I have more than four years of teaching experience in a variety of settings. While getting my B.S. at Palm Beach Atlantic University, I served as a children's teacher in two churches. In addition, my student teaching assignment included teaching remedial math and science. This assignment included special training in assertive discipline that was integrated into a pilot composition program for learning disabled students. I received a district award as an outstanding student teacher for my participation in this program.

I am excited about teaching and feel very strongly that I can make a positive contribution to your school. My resume is enclosed for your consideration. I look forward to meeting you and discussing this position more in depth.

Sincerely,

Grace Postorino
Encl: Resume

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PROFILE

Dedicated and caring education professional with a passion for learning.

EDUCATION

PALM BEACH ATLANTIC UNIVERSITY, West Palm Beach, FL

Bachelor of Science in Elementary Education | GPA 3.89/4.00 | Anticipated May 2016

- Frederick M. Supper Honors Program- criteria: HS GPA of 3.5, ACT 28, and/or SAT 1250; utilized Socratic Method to study the Great Conversation throughout human history from Greek writing to modern era.
- Kappa Delta Epsilon (KDE)-honorary education fraternity; 3.0 GPA, and completed 30 semester hours.
- Provost List 2 semesters- maintain a GPA of 3.5-3.99 in a semester.
- President's List 1 semester- maintain a GPA of 4.00 in a semester.

CREDENTIALS, ENDORSEMENTS, AND TESTS

- ESOL Endorsement, Anticipated May 2016
- Reading Endorsement, Anticipated May 2016
- Florida Teacher Certification Exams, General Knowledge Test, June 2012

TEACHING RELATED EXPERIENCE

Children's Bible Study Assistant Teacher (Grade 4), Spring 2013-Present

First Baptist Church of West Palm Beach Children's Ministry | West Palm Beach, FL

- Prepared engaging activities and team-taught Bible lessons to 12-20 students weekly.
- Encouraged individual and group participation in lesson and activities.

Children's Church Teacher (Grades K-2), Fall 2008-Summer 2013

Northside Baptist Church Children's Ministry | North Fort Myers, FL

- Team-taught Bible lessons to 6-12 students and adapted lessons for students ages 4-8.
- Engaged students with age-appropriate activities resulting in 80% retention rate week after week of material learned.

Junior Achievement Teacher (Grade 1), August 2012-December 2012

South Olive Elementary School | West Palm Beach, FL

- Taught 14 students vocabulary and skills related to business and the economy increasing understanding by over 95% as demonstrated through application of content learned.
- Increased student's ability to analyze information, think creatively, make decisions, follow directions, listen, and interpret symbols by working individually and in pairs.

Character First! Coach (Grade K), August 2010-May 2012

Southwest Florida Christian Academy | Fort Myers, FL

- Team-taught 14-16 students monthly and adapted general lessons for Kindergarten understanding.
- Prepared stories and activities about character qualities: wisdom, responsibility, loyalty, obedience.

OTHER WORK EXPERIENCE

Chick-fil-A, Spring 2013-Present

Front Counter Team Worker | Sylvania, OH | West Palm Beach, FL

- Provided excellent customer service by actively listening and responding to customer needs, and recognized by supervisor and on customer satisfaction surveys for service.
- Followed production procedures and accurately filled orders resulting in promotion within 3 months.

SKILLS

- Prezi presentations
- Live Text
- iMovie productions
- Smart Board Technology

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REFERENCES

Ms. Collette Gravet

Principal
Northside Elementary School
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Mr. James Smith

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Northside Elementary School
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Dr. Timothy Ladd

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