

YOUR NAME

Phone Number | Email | City, State

Amanda Lynel
HR District Representative
XYZ School District

Dear Amanda Lynel,

I am applying for the paid Internship position that is open at Adams Elementary. I am currently a Senior this year at Arizona State University, and after reviewing the district's strategic plan with the 4 pillars of engagement I knew I had to apply. I fully believe that this position gives me the best opportunity to truly prepare me for what being a teacher is really like and I have a strong set of skills to bring to this position, which includes a background in customer service, childcare and creative writing.

I have previously worked at two different jobs, one being in customer service at a retail store and the other as a nanny for a family with two children. Both of these job experiences have taught me valuable lessons during my time with each. Working in retail has taught me incredible patience and how to resolve conflict quickly without escalating the situation, a skill that is necessary when working with people in any environment including fellow educators and parents. Working with a set of siblings has taught me how to adapt to a person quickly in order to create a strong bond with them and throughout the past 3 summers I cared for the children full time during the work week. I engaged the students in educational lessons that combined their passion for the pool with interactive reading and math activities to diminish their loss of learning over the summer months. I also used my background of creative writing, for which I have won several awards and scholarships for and have been published in a short story publication last summer. I created exciting stories that included vocabulary language and mathematical riddles for the children to solve in order to move on to the next part of the story. With both of these experiences, as well as my involvement within student organizations as noted in my resume, I believe I will contribute greatly to this position next year as a student teacher.

Thank you for taking the time to consider me for this position, I look forward to hearing back from you. This position seems to be something that I believe I can excel at and grow from the seasoned staff within the district. Thank you once again, and if necessary I can be contacted by the information provided at the top of this letter.

Sincerely,
Anna Scott