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May 13, 2013

Philip Barnes, Principal
Parkway Elementary School
320 E. 241 Street
Toronto, Ontario
M7S 2E1

Dear Mr. Barnes,

It is with great enthusiasm that I am submitting my application for the position of Student Teacher at Parkway Elementary School which I discovered on the GH works Career Portal. I believe that a rewarding and successful teaching experience is what motivates me to bring my commitment, creativity and dedication to the Parkway Elementary School.

Intensive course work and hands on experience in the Early Childhood Program at the University of Guelph-Humber has given me the skills and knowledge required of an Early Childhood Educator in the Early Learning Program. I am confident my education, experience, and transferable skills such as my leadership qualities and organizational abilities, qualify me for this position.

I offer two years of experience, dedication and a talent for motivating students to achieve academic success. During my previous work experience as a Teaching Assistant at Barrington Elementary School, I was responsible for helping to develop and plan weekly lesson plans with the teacher's guidance. I also strived to create a home-school relationship through implementing weekly newsletters.

My determination and commitment have also allowed me to do the following:

- Deliver lessons in a creative and meaningful manner to facilitate comprehension of topics
- Help students overcome problems affecting their performance in class
- Motivate students and help to build their confidence during vital early stages

I would appreciate the chance to talk with you to further discuss my candidacy. I am available to schedule an interview at your convenience. Thank you for your time and consideration.

Best Regards,

Shannon Simmons [Digital Signature]

Shannon Simmons

Source Adapted from:

Enelow, Wendy S., and Louise Kursmark. "Winning Cover Letters for Mid-Career Professionals." *Cover Letter Magic: Trade Secrets of Professional Resume Writers*. 3rd ed. Indianapolis, IN: JIST Works, 2004. 171-72. Print.