

Jane Huntington

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Andrew Smith
Assistant Principal
Orion Middle School
(987) 654-3210
andrew.smith@orionmiddleschool.com

Dear Mr. Smith,

As a shining student at Central Florida Teaching College, I received multiple commendations from lecturers for my outstanding academic achievements in graduate school. During my time at the school, I worked as an unpaid assistant in the science laboratories, where I polished my scientific teaching and communication skills.

My student teaching experiences have helped me gain expertise in teaching math and science to middle school students. I believe that I could be a valuable addition to your teaching staff. I am passionate about teaching STEM subjects and helping children understand areas that they may find difficult to grasp. I have the following assets:

- Knowledge of children's age-specific cognitive needs
- Adept at keeping records and tracking each child's progress in the classroom
- Proficient at communicating with children and parents
- Excellent at assisting children who are having difficulty grasping certain concepts
- Able to identify the specific needs of children and help them to cope with the demands of mainstream schooling

I would be grateful for an opportunity to speak with you regarding how I could be a valuable addition to your staff. Please feel free to contact me with a time that works for your schedule.

Best Regards,

Jane Huntington

P.S. I would like to tell you about my student teacher recognition award.