

Lorelai Wynn

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March 10, 2021

Opal Chang

Principal
Maclay School
(678) 901-2345
o.chang@youreemail.com

Dear Ms. Chang,

Leading a project to set up a Forest School initiative that provided outdoor learning opportunities to vulnerable students was my proudest achievement in 2020. I hope to use my holistic teaching approach and innovative curriculum design skills to benefit the students at the Maclay School.

I understand that you are looking for a reflective practitioner with the vision and enthusiasm to lead a thriving year group department. As a teacher with 7+ years of classroom experience and a proven track-record for colleague mentorship, I believe that the following accomplishments demonstrate my ability to deliver results:

- Planning and leading a school-wide staff training scheme to improve phonics teaching and promote engaging teaching practices
- Adapting the third-grade writing curriculum to increase accessibility for students with dyslexia, leading to a progress improvement of 76% for this group
- Consistently achieving the highest possible scores during observational assessments by the principal for classroom management, differentiation, and learning outcomes

I am keen to discuss further how my broad teaching experience and positive leadership can help the Maclay School secure outstanding results for every student in 2021. Please feel free to suggest a suitable time to meet.

Sincerely,

(Insert Signature Here)

Lorelai Wynn

P.S. I would love to tell you how I successfully closed the attainment gap for students from low-income families in my class last year.