

LEANDRO RATCLIFFE

Elementary School Teacher
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March 9, 2021

Sabah Bell

School Principal
Brownsville Preparatory Institute
(876) 543-2109
s.bell@youreemail.com

Dear Ms. Bell,

In 2020, my second-grade class all achieved their predicted assessment grades, with 54% exceeding expectations. I believe that my motivational teaching style and talent for delivering engaging lessons contributed to their incredible progress. I hope to use my skills and considerable experience to help the children at Brownsville Preparatory Institute excel.

As a dedicated teacher with more than 12 years' experience and a concentration in music, Brownsville Preparatory Institute's reputation for enriching the elementary curriculum through the arts appeals to me. I believe that the following achievements demonstrate that I can become a valuable member of the teaching staff:

- Receiving a personal letter of thanks from the Mayor for my choir's performance at the Springtime Tallahassee Music Festival
- Training and mentoring two trainee teachers to achieve the highest grades in their practical placement, with one joining the school in a permanent position
- Improving my school's mathematics provision for children with SEN, leading to a 67% progress increase for this group across 2019 and 2020

I look forward to meeting you to discuss how my inspiring leadership and outstanding teaching practice can benefit the staff and students at your school. I am available to attend an interview at your convenience.

Sincerely,

(Insert Signature Here)

LEANDRO RATCLIFFE

P.S. I would love to explain why I was appointed mathematics subject lead in 2018.