

# ALIYA THOMAS

Substitute Teacher  
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**John Roland**

Talent Specialist  
Brooklyn Center Elementary  
(987) 654-3210  
john@brooklyncenterelementary.edu

Dear Mr. Roland,

As a student teacher and substitute teacher at Syracuse Elementary, I served as a short-term substitute for first, third, and fourth grade classrooms with 20 to 25 students. I implemented and refined lesson plans using differentiated instruction to reduce the impact of teacher absences on academic performance. I hope to bring the same level of success to Brooklyn Center Elementary in the substitute teacher position.

Your organization's reputation for academic excellence is what draws me to apply for this position. I am confident that I can provide valuable contributions to your school based on the following achievements from my professional career:

- Delivered one-on-one, small group, and whole group instruction in English, math, and social studies to students across various cultural backgrounds and improved average test scores by 10% to 20% in language arts
- Performed student assessments, evaluated performance, provided differentiated instruction, and tailored curriculum to student needs
- Coordinated with the teacher during absences to review Individualized Education Plans (IEPs), discuss student behavior, and ensure alignment with core curriculum and teaching strategies

I would like to schedule an interview to discuss further how differentiated instruction expertise can drive student growth for Brooklyn Center Elementary. You may contact me via phone or email at your convenience for any questions you may have. Thank you for your time and consideration.

Best regards,

*(Insert Signature Here)*

**ALIYA THOMAS**