

Heidi English

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Andrew Fox, Ph.D.
Superintendent
Monroe County Community School Corporation
315 E. North Drive
Bloomington, Indiana 47401

Dear Dr. Fox:

I am writing to express my interest in a secondary English teaching position with the Monroe County Community School Corporation. I am currently student teaching at Marian High School in Mishawaka, Indiana and will be graduating from Saint Mary's College in May with a degree in English and a minor in Secondary Education. Given my background, I believe that I am an excellent fit for your school and I also share the corporation's commitment to experiential education as outlined in the 2010 Strategic Plan. That is a wonderful endeavor to further your students' education and a compelling reason for me to apply to your corporation.

The education classes at Saint Mary's College and my current student teaching position have prepared me to work with a variety of students. The classes in which I have student taught have been both culturally and academically diverse. Working with students ranging from the most advanced ninth graders to remedial juniors and seniors has challenged me to draw upon my creativity and flexibility. I have used a variety of instructional strategies and, with the guidance of my host teacher, developed effective teaching techniques and built strong rapport with students, rooted in one-on-one relationships. My education and experience have taught me how to be not only a culturally responsive teacher but how to differentiate my instruction to ensure that I am fitting every student's learning style.

In addition, I am currently taking a class focused on service learning that directly correlates to part of the strategic plan Monroe County Community Schools is implementing. The plan states that teachers are to design experiential education for their students that allows them to work in and out of the classroom. I have begun developing methods of incorporating service learning into my teaching. As part of the course, I drafted a plan for students at Marian High School to volunteer at a local shelter once a week to help women with their writing skills. I look forward to implementing such a project in my own classroom one day.

I have enclosed my résumé and references for your review. I look forward to the opportunity to discuss how I might contribute to the Monroe County Community School Corporation. I will follow up with you the week of April 17th to inquire about scheduling an interview. If you have any questions, feel free to contact me at (555) 555-5555 or henglish@gmail.com. Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,
Heidi English