

# KELLY MENDOZA

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60 Maple Court • Princeville, NY 55555 • (222) 222-2222 Phone/Fax

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June 30, 2003

Hiring Agent, Title  
Company Name  
Address

Dear Hiring Manager:

As an ambitious, self-motivated individual with a lifelong love of working with children, I believe I offer a set of skills that would make me a welcome and valuable addition to your teaching staff. With a keen ability to relate to students, demonstrated leadership ability, and outstanding communications skills, I would like to consider the possibility of putting my knowledge and experience to work for you.

As you can see from my enclosed résumé, I have nearly completed my first year of teaching at Canterbury School where I am pursuing full certification through the alternate route program. Already through Phase 2, I expect to have my full state certification in August. With a background that also includes an extensive array of prior child-focused positions, you can be sure you are getting someone with a solid history in supporting the development of children.

This year of preparation has been rewarding in many ways and I have been successful in implementing new and exciting teaching methods in the classroom. Using game strategies, process-oriented training stations, and teaching methods that accommodate different learning modalities, I am able to reach my students while providing a creative and fun environment in which to learn. Incorporating Bloom's taxonomy in assessing students' understanding, I am confident that I am achieving my classroom goals.

Key to my success, I have a solid grasp of pedagogical methods, a strong classroom presence, excellent planning and follow-through skills, and a genuine interest in helping others. In addition, I am a resourceful problem solver and an effective communicator who is passionate about instilling my love for growth and learning in others. Assertive in my approach, I have always taken on challenges and succeeded in achieving goals. With a solid record of accomplishment behind me, I am confident I can do the same for you.

I would be pleased to have the opportunity to discuss your needs and how I might be able to meet them. I will call to follow up, or you can contact me at the address and phone number listed above.

Thank you for your consideration.

Sincerely,

Kelly Mendoza

Enclosure

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