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janedoe@gmail.com 

JANE DOE

February 16, 2018

Susan Nolte
Human Resources
2203 National Road
Wheeling, WV 26003

Dear Ms. Nolte,

I am writing to express my interest in the substitute teaching position available in Ohio County for the 2017-2018 school year. In my time spent as a Secondary English Education major at West Liberty University, I have observed multiple Ohio County classrooms, and I would like to become a facilitator of the learner-centered classroom culture that I have witnessed across the county. Although my college coursework has effectively prepared me for this position, I have also researched how to blend student experiences with classroom learning, and I have successfully built up students' interdisciplinary confidence through peer tutoring. These additional experiences will allow to me to create engaging, meaningful lessons no matter the subject or grade level.

During my time at West Liberty University, I completed many research projects, one of which I used for investigating methods of helping students cope with non-academic issues in the classroom. I spent months researching bibliotherapy and learning how to guide students towards novels that appropriately address common personal issues. I discovered ways of motivating students to identify with a text and methods of helping them analyze a novel's conflicts to create new solutions, which can then be applied outside the classroom if students recognize a similar conflict in their own lives. These student-driven book studies can be individualized and help to merge the personal and academic, making discussions and assignments meaningful for students while helping them practice reading comprehension, textual analysis, and both oral and written communication skills. Since students' personal lives deeply affect their classroom learning, my understanding of how to blend students' experiences with academic content will help me to create a classroom full of engaged, active learners.

Also during my university experience, I worked as a Writing Lab assistant in West Liberty University's Learning and Student Development Center. I consistently received positive feedback from my peers about my instructional methods and demeanor, and multiple students returned to the Writing Lab months later to request my help specifically. One student, who I worked with over the course of two years, felt that her writing abilities and confidence had greatly improved because of our one-on-one sessions. Throughout our time together, I helped her use different research methods effectively, recognize and appeal to potential audiences, and feel comfortable editing on both a conceptual and grammatical level. She expressed to me that she felt more capable in planning, drafting, and editing papers across subjects, and together we watched her comprehension, confidence, and grades rise. By providing the same individualized attention during one-on-one and small group sessions, I can help students build their confidence and excel in writing across subject areas.

More information about my academic and employment experience is included in the enclosed resume, but I would greatly appreciate the opportunity to meet with you at your convenience to further discuss my qualifications. If you have any questions, please contact me at janedoe@gmail.com or at 304-966-****. Thank you for your consideration.

Regards,

Jane Doe