

[Date]

Dr. Catherine McKennick, Director  
Ms. Janet Carlys, Co-Principal  
Pine Grove Speech School  
1225 Middletown Avenue  
Dallas, TX 75211

Dear Dr. McKennick and Ms. Carlys:

Thank you for taking time from your busy schedules to meet with me yesterday regarding the position of **Teaching Assistant**. Your passion for what is best for your students was evident, as was your genuine warmth and contagious enthusiasm.

I am confident that I can meet your performance expectations as a member of the Pine Grove Speech School team. The desired attributes you mentioned most often in our meeting follow, along with my matching qualifications and teaching philosophy.

**Team player** — Just as I took the initiative to refill your water cooler without being asked, I will pitch in to help in any way needed. My maturity and proven teaching ability will be an immediate asset in this position. In addition, I will gladly contribute to cultural and artistic enrichment functions through my own activities and the guest artists I can secure.

**Nurturing personality** — Feeling empathy and relating well to others are in my DNA. My belief that every child should have a fair shake is a strong draw for me in fulfilling this developmentally critical role for your students.

**Focus on mainstreaming** — Your goal of educational mainstreaming indicates the high value you place on having your pre-scholars master independence. My career and life values resonate with this philosophy of encouraging and supporting independence and learning as tools for attaining happy and well-developed lives.

I enjoyed our meeting and believe that personality-wise I can be a good fit on your team. As an experienced teacher, substitute teacher (Texas certification), and arts and recreation program facilitator, I have successfully dealt with difficult and emergency situations. You can count on me!

My references will enthusiastically confirm that I am a dependable and flexible team player with a gift for nurturing and teaching children. Will you give me the opportunity to prove that I can deliver the exceptional results that your pre-schoolers deserve? I'm counting on you!

Sincerely,

Kimberly Ann Byers