

SARAH JANE WOODMANN

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[Date, inside address]

I Believe: *"The finest gift you can give anyone is encouragement.
If everyone received the encouragement they need to grow,
the genius in most everyone would blossom. . . ."*
— Sidney Madwed (American poet)

Dear [Name],

Are you currently seeking a nurturing, experienced teaching professional with proven success in encouraging students to attain not only academic goals, but also self-confidence and a positive attitude toward learning? If so, we should meet.

I believe all children are important to the future of our country — every single child. By leveraging all I have to offer — my teaching skills and training, years of experience (often with challenging special-needs students), dedication to children, caring spirit, creativity, and attitude of encouragement — I know I have made a positive impact on children in their formative years. May I do the same for your students?

- ◆ **Bachelor's Degree and Substitute Teaching Certification (Texas).**
- ◆ **Teaching and substitute teaching experience at the elementary grade level —**
More than 5 years of teaching experience (teacher assistant, substitute teacher, youth and family teacher, art teacher, art director, arts counselor, and after-school program counselor) at the K-12 level.
- ◆ **Public and private educational settings** included special needs populations and inclusive-education classrooms for the Roosevelt School, Dallas Public Schools, Plano YMCA, Dallas Recreation Commission, Fort Worth Action Campers, and more.

At this point in my career I am seeking the opportunity to use my proven teaching experience and encouraging attitude to make a difference. If you are on the lookout for a teaching professional who can promote students' creativity and confidence, I'm ready, willing, and able to deliver the goods.

Thank you for your time and consideration. Please expect to hear from me next week, or, if you wish, you can e-mail me at sarahjwoodmann@aol.com.

Sincerely yours,

Sarah Jane Woodmann