

JANE DOE

ONE UNIVERSITY PLAZA, CAPE GIRARDEAU, MO, (573) 123-4567, JANEDOE@GMAIL.COM

September 16, 2022

To Whom It May Concern,

I am writing to apply for the student teaching position in your district during the spring of the 2023 academic school year. Student teaching will be my final step in earning my bachelor's degree in early childhood education with a minor in childhood trauma and educational outcomes from Southeast Missouri State University. I believe my various field experiences and studies have made me a strong early childhood professional. I will be a great asset for the special care I take in being genuine and responsive.

My coursework experiences include the study of how children learn, grow, and develop and various strategies to help children learn to their fullest potential. I've studied project-based, creative methods to integrate the core subjects, and I have extensively studied teaching literacy to help students read, write, and express their ideas. I have studied and practiced classroom management strategies that focus on natural and related consequences to help children take responsibility for their actions. Lastly, I've learned ways to communicate with students, families, fellow teachers, and administrators. It has been clear that being flexible and responsive to the needs of students is crucial in my teaching. Trauma-informed and culturally responsive teaching is incredibly important to me as I continue my education.

My field experiences in a kindergarten, pre-kindergarten, and third-grade classroom have allowed me to apply what I've learned from my studies. I have collaborated with my peers and my cooperating teachers to design, implement, and improve instructional units and lessons. I've practiced differentiating instruction, assessing student understanding, incorporating technology, and classroom management strategies into planning. Throughout my other experiences working in childcare centers with two-year-old and preschool-aged children, I've learned about working with families to get to know students and stretch learning to home.

I am a student teacher candidate passionate about developing a classroom environment where students feel they matter, and their voices are being heard. I will integrate activities into the curriculum that foster social and emotional growth, positive mindsets, and good habits. Most importantly, I believe in building relationships with students centered around respect and trust. I hope you'll consider me as a student teacher in your district. Thank you for your time.

Sincerely,



Jane Doe

Jane Doe

janedoe1s@semo.edu | (618) 123-4567

August 31, 2022

Field Experience Office
Cape Girardeau, MO 63701

RE: Student Teaching Placement

Dear Whom This May Concern:

Hello, my name is Jane Doe, and I am currently a senior in the Exceptional Child Education Program at Southeast Missouri State University. I graduated from O'Fallon Township High School in O'Fallon, IL. I am very excited for this opportunity to work alongside of you and learn your styles of teaching. I want to thank you in advance for allowing me to get experience in your classroom. I hope to learn to be more comfortable and confident in my abilities to lead a classroom.

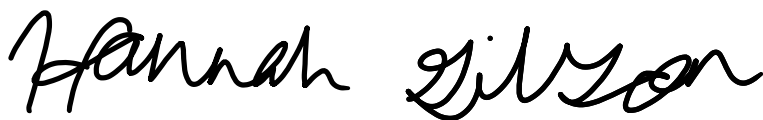
I am reliable, organized, and caring. I will always go out of my way to help the students and you with any tasks. I am very organized with having papers printed out in certain folders or having all my dates written out in my agenda. I will care for the students as if they were my siblings, I want to help them as much as I can. I am also very punctual. I live by always being places five to ten minutes early. These qualities will help me be successful in your classroom.

I have certifications in Google Certified Educator Level 1, Apple Teacher, and autism spectrum disorder. I received the opportunity to receive training in ALICE Active Shooter. I am one of a few to be selected to be an EdHawk Scholar participant at Southeast Missouri State University for the 2022-2023 school year.

I have gained many experiences working with individuals with disabilities. I've worked at the University Autism Center and Variety St. Louis Summer Camp as well as volunteered for Special Olympics and Without Limits Dance Company. These jobs have given me opportunities with one-on-one experience as well as group settings. These experiences will lead me to being comfortable and helpful in the classroom.

I am excited to join you and further my education along with furthering the students. Thank you for taking the time to read this letter. If you have any questions, you can reach me at janedoe1s@semo.edu.

Sincerely,



Jane Doe