**Lea Gardner**

**[Street Address] ⬩ New York, NY 55900 ⬩ CELL: 555-555-55555 ⬩ [Email Address]**

**Today’s date**

Mrs. T. Chur, School Principal

ABC School

Address, City, State, zip

**Re: Applying for Teaching Assistant Position**

Dear Mrs. Chur,

I saw your posting at yesterday’s job fair and would like to apply for the position of teaching assistant.

Attached please find my resume. I have worked as a teacher assistant in elementary schools in the New Jersey area, and in addition to my background in education, I am also familiar with special education issues and can identify whether a child just needs extra tutoring or whether more intensive intervention is called for.

During the past three years, I have been specifically focusing on helping students practice their reading on a one-on-one basis when the teacher is trying to move ahead with the required curriculum.

I used to work with first graders helping them to read, but then discovered that even in higher grades of elementary schools there are students who still need help with basic reading but had been able to disguise their reading problems through memorization or a pretense of disinterest.
I made it my personal mission to ensure that no child left the school without being capable of reading on a sixth-grade level.

I am a patient and fun teacher who tries to make learning an enjoyable experience.

I would be pleased to meet with you to discuss my teaching interventions and programs.

Please let me know when it would be convenient to come for an interview.

Thank you.

Sincerely,

**Lea Gardner**

**Enclosure: Resume**