

March 20, 2011

Dr. Michael J. Fox
Assistant Superintendent for Human Resources
District Service Center
5000 Country Road
Janesville, IL 60699

Dear Dr. Fox:

I am writing in response to the opening listed on Minnetonka school district website. Please consider me an applicant for the math teaching position at Minnetonka High School.

This May, I will graduate from St. Olaf College with a degree in mathematics and teaching. My background includes several unique experiences that would make me an asset to the Minnetonka Public Schools. During my sophomore year, I spent the month of January assisting in two schools in Hawaii. This incredible cultural experience exposed me to the tremendous benefits of diversity in the classroom and reinforced my passion for education. Working as a camp counselor for the past two summers has provided me with the opportunity to interact with children and youth of all ages. As a result, I am very comfortable relating to students while still maintaining a leadership position. Finally, I have gained a wide range of perspectives on student learning and development by assisting in second grade, sixth grade, and high school classrooms, advising first-year college students, and working for both the math and education departments at St. Olaf College.

Student teaching at Northfield High School during the fall of 2010 was another constructive experience for me. I taught two sections of Honors Geometry, a section of Honors Algebra II, and a Consumer Mathematics course. Working with students ranging from the most advanced ninth graders to remedial juniors and seniors challenged me to draw upon my creativity and flexibility. I used a variety of instructional strategies and took any opportunity to create new learning activities that my students would find relevant and inspiring. With the guidance of my host teacher, I developed effective teaching techniques and strong rapport with students, rooted in one-on-one relationships. I also served the NHS community by supervising concerts and assemblies and coaching the math team and I am currently employed as a private tutor for two Northfield High School students.

I have submitted my resume and recommendation letters with my online application. I will apply for my Minnesota teaching license as soon as possible and will send a transcript and my license once they have been processed after graduation. I look forward to the opportunity to discuss how I might contribute to Minnetonka High School and am available for an interview at your convenience. I can be reached at (507) 786-0000 or via email at lorettamath@gmail.com; I anticipate hearing from you! Thank you for your consideration.

Sincerely,

(Sign Letter Here)

Loretta Math
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(507) 786-0000