

FIRST & LAST NAME

Topsfield, MA | (283) 349-2937 | email@bc.edu

April 18, 2024

Dr. First & Last Name, Principal
Kennedy Regional Charter Public School
25 Brigham Street
Worcester, Massachusetts 01792

Dear Dr. Last Name,

I am excited to write to you expressing my interest in joining the Kennedy Regional Charter Public School community as sixth grade English teacher for the upcoming 2020-2021 academic year. I have Massachusetts certifications in Elementary Instruction (1-6) and Moderate Disabilities (PreK-8), and I am certified in Non-Violent Crisis Intervention (Restraint Trained) by the Crisis Prevention Institute. My special education background combined with my passion for teaching in an urban setting make me an ideal candidate for this position.

My inclusion fourth grade classroom at the Jackson Mann K-8 School in Allston was a perfect place to infuse below-grade-level students with a love for reading and writing. In September, most students entered my classroom with the writing skill of first or second graders. As the months went by, I encouraged them to write about what they loved, take risks, and never stop trying. By January, each student successfully published an impressive non-fiction book with multiple chapters based on a topic they chose and researched. Filled with pride, my students read their books aloud to first graders and knew the great accomplishments they had achieved during our non-fiction unit. Over the course of a few short months, my students' reading and writing improved dramatically, and I hope to inspire the same development in the sixth grade classroom.

My dedication and commitment to excellent inner city education pushes me to work hard and get results in and out of the classroom. One particular student in my Jackson Mann classroom had a challenging first few months of school, constantly causing in-class disruptions and rarely completing his work. After a few weeks of intensive collaboration with his mother and after-school teacher, the student began to see the importance of his contribution to his learning in school. He did his homework every night and changed his behavior completely, a transformation facilitated by the strong connections I built with his family and community. As a member of the Kennedy Regional Charter community, I am committed to collaborating with co-workers, creating partnerships with parents, and bringing my enthusiasm for high-quality education outside my classroom and into the community.

Please find my resume attached, and if you require any additional information, please do not hesitate to contact me at (283) 349-2937 or email@bc.edu. I look forward to an opportunity to further discuss my passion and qualifications for this role.

Sincerely,
First & Last Name

First & Last Name

email@bc.edu | (293) 348-3948 | Brighton, MA | linkedin.com/in/name

June 1, 2024

Mr. First & Last Name, Policy and Research Analyst
New England Board of Higher Education
45 Temple Place
Boston, MA 02111

Dear Mr. Last Name,

I am writing to express my interest in the Educational Policy and Research Internship at The New England Board of Higher Education, which was shared with me by Name at the Boston College Education Career Fair. My experience as a classroom teacher and higher education accessibility advocate, along with my academic coursework centered on matters of educational equity, make me a qualified and driven candidate for the internship.

As a student in the Lynch School of Education and Human Development with a Political Science double major, I have gained extensive knowledge about higher education policies, barriers to college accessibility, and the effects of state and federal laws on the higher education system. I had the opportunity to apply this academic framework to the classroom last summer as a teacher for Breakthrough Collaborative. In this role, I not only developed lesson plans and taught three writing classes for juniors, but I also advocated for the continued education of my students, who were predominantly low-income students of color, and served as a resource to them as they prepared for the college search and application process. My experience working with populations directly affected by changes in educational policy has both piqued my interest in this research topic and provided a foundational understanding of the real-world implications of the work I would do as an Educational Policy and Research Intern.

As an Enrollment Intern for Big Brothers Big Sisters of Massachusetts Bay, I arrange interviews with both potential Bigs and the families of potential Littles to discern whether the program is a good fit. I have honed my ability to filter through content to capture the most salient aspects of these interviews, and regularly prepare targeted and concise briefs for my supervisor. My role has exposed me to the ways Boston and Massachusetts policies affect child development and well-being, and also reveals how systems of inequality impair access to higher education.

Thank you for your time and consideration of my application. Should you be interested in a future conversation on my qualifications for the role or my passion for enhancing equity through improving educational policy, please feel free to reach out to me via email at email@bc.edu or via phone at (293) 348-3948.

Sincerely,

First & Last Name

First & Last Name

email@bc.edu | (293) 348-3948 | Brighton, MA | linkedin.com/in/name

March 12, 2024

Mrs. First & Last Name, Director of Personnel
White Mountain Youth Services
162 Mountain Street
White Brook, NH 03577

Dear Mrs. Last Name:

I was excited to see your ad for an Outdoor Challenge Clinician (position #32078) listed on your website. The recent Monadnock Times article about White Mountain Youth Services made it clear that your staff brings a great deal of compassion and skill to their work, and I would very much like to be a part of that team. I will be earning my master's degree in Mental Health Counseling this May from Boston College, and I have extensive experience working with adolescents in a variety of settings.

I would bring to this position the following strengths:

Fluency in Spanish, work with culturally diverse populations. During my clinical field placement at the Thomas P. O'Neill Day School, I provided individual and group psychotherapy to a culturally diverse adolescent population in the partial hospitalization program. I offered bilingual services to clients with major psychiatric disorders, anxiety, depression, and substance abuse. In addition, through a community project at San Mateo High School, I led a group of LGBTQ+ youth in a video and writing project.

Outdoor skills and experience. An avid rock climber, hiker, and certified white-water kayak instructor, I believe I would be an asset to White Mountain Youth Services, given your program's emphasis on outdoor activities. Additionally, for two years I served as a program supervisor at the Academy of Swift River, a private college preparatory therapeutic boarding school which stresses physical fitness and environmental education in its curriculum.

Strong clinical skills. In addition to my work at the O'Neill School, I provided crisis intervention and emergency services at Boston's Cambridge City Hospital for the past year to a diverse client population and co-led a bereavement group for families, often including children and adolescents. I also collaborated with a treatment team of clinical social workers, educators, psychiatrists, and rehabilitation counselors to develop individualized treatment plans.

My clinical skills, my experience with culturally diverse populations, and my passion for fitness and the environment make me well qualified to serve as a therapist to youth at White Mountain and to participate in your outdoor leadership program.

I look forward to discussing my strong interest in this position with you. Please feel free to contact me at firstlast@bc.edu or 111-222-3344.

Sincerely,
First & Last Name