

# Aliya Jackson

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(098) 765-4321

456 My Street, San Diego, CA 76543

**Lori Taylor**

**Brooklyn Charter School**

**123 Your Street,**

**Houston, TX 12345**

**(123) 456-7890**

**example@youreemail.com**

[month, day, year]

Dear Ms. Taylor,

I'm contacting you in regard to the lead fifth-grade teacher position with Brooklyn Charter School. With over 10 years of experience in elementary education, I've trained and mentored over 15 teachers as a grade-level chair to ensure the delivery of engaging lessons and drive student growth. I am confident I can achieve similar results for your institution in this position.

Brooklyn Charter School's reputation for employing holistic learning techniques is what draws me to apply for this opportunity. During my time with Carlson Elementary, I helped implement these types of approaches throughout the school, which contributed to a 15% increase in student GPAs. My leadership skills would be an asset to your team based on my career achievements:

- Delivered engaging lessons to classes with over 20 fifth-grade students using a variety of teaching methodologies, including holistic learning, project-based learning, hands-on learning, and cooperative learning techniques
- Tailored lesson plans to individual student needs, conduct student assessments, and develop strategies to facilitate academic growth, resulting in a 15% increase in GPA averages
- Served as the grade level chair for three consecutive years, managed and developed 15 teachers, and provided coaching and

mentorship to drive professional growth

I hope to speak with you further regarding how my experience as a grade-level chair can benefit your learning institution. Feel free to contact me via phone or email at your convenience. I appreciate your time and consideration.

Sincerely,

Aliya Jackson