

Rebecca Marquez

example@myemail.com | (098) 765-4321 | 456 My Street, San Diego, CA 76543

Eric Johnson
North Philadelphia Elementary
123 Your Street,
Houston, TX 12345
(123) 456-7890
example@youreemail.com

[month, day, year]

Dear Mr. Johnson,

As you can see from my attached resume, I have 10 years of experience working within the Philadelphia Public School System as a substitute teacher. My proudest accomplishment in my career has been integrating classroom technology and e-learning solutions during the global pandemic for West Valley Public Schools. I believe that my experience can be a strong asset to your organization to deliver quality education to students during COVID-19.

North Philadelphia Elementary's reputation for innovation and education technology draws me to apply for this role. I am confident that my expertise in virtual learning can aid your school based on the following professional achievements from my career:

- Provided instruction as a substitute teacher to grades three through eight in math, science, and language arts, which included supporting the integration of new smartboard technology to enhance student academic performance and engagement
- Supported the transition to virtual learning for students during COVID-19, provided technology training to over 15 teachers, and improved test scores by up to 25% on average
- Coordinated with parents, teachers, and administrators to identify solutions to issues with Zoom instruction and provide laptops and tablets to underprivileged students

I look forward to scheduling an interview to provide more insights into how my background in education technology can benefit your organization. You can contact me at your convenience with any questions regarding my experience. Thank you for your time and consideration.

Sincerely,

Rebecca Marquez