

17 Rabbit Lane  
Buffalo, New York 14222  
February 11, 2020

Mrs. Mary A. Morris  
Superintendent  
Cheektowaga Central Schools  
3600 Union Road  
Cheektowaga, New York 14225

Dear Mrs. Morris:

Dr. Julie Henry, Chair of the Buffalo State Elementary Education, Literacy, and Educational Leadership Department, recommended I contact you regarding any elementary openings that may be available for the 2020-21 school year. From my teaching experience, both one-on-one and in classroom settings, I have learned a great deal about the importance of discovering the way each child learns. I believe that a teacher must provide the most effective methods to challenge, and at the same time, motivate each child to want to learn. Your district believes in the value of working with each child to encourage learning. I would like to be considered for an elementary position in your district and know I would be a great asset to your school system.

Currently I am substitute teaching at the elementary level for the Buffalo Public Schools. I have been offered a long-term substitute position for a first-grade class that will begin in April and continue until the end of the school year. For the past year I have worked as a fourth-grade teacher in a private school. This experience has given me skills in planning activities to meet individual learning styles, interacting with parents on a daily basis, and developing behavior management programs. My experiences in diverse school districts has solidified my philosophy that all children can learn; however, it is up to the teacher to create the environment for learning to occur.

I would enjoy visiting the district and talking with you about possible openings. I will call you in two weeks to arrange a convenient time to meet if I have not heard from you before then. Thank you for your consideration as a candidate for an elementary education position with Cheektowaga Central Schools.

Sincerely,

*Claire Roberts*

Claire Roberts

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