

**FIRST & LAST NAME**

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

April 18, 2019

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 trouble and rarely doing 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 success 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 will collaborate with co-workers, create partnerships with parents, and bring 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. It is my goal to inspire students to become life-long learners, and I look forward to an opportunity to further discuss my passion and qualifications for this role.

Sincerely,

First & Last Name

September 8, 2019

Hiring Manager  
Eliot Community Care  
10374 Conway Drive  
Boulder, CO 80301

Dear Hiring Manager:

I am excited to apply for the Residential Counselor position at Eliot Community Care after Name, a former Eliot employee, suggested I apply. Eliot Community Care's work and mission are closely aligned with my interests, as well as my work and service experiences. As a Peer Listener at Fenway Health, I have received in-depth training on how to speak with LGBTQ+ youth on a wide variety of issues they experience, such as coming out, transitioning, and suicidal thoughts. My long-term plan is to become a licensed clinical social worker who serves the LGBTQ+ community, and I hope to start this journey at Eliot Community Care.

While working at McLean Hospital this past summer, I learned how to approach, comfort, and facilitate conversations with a diverse population of psychiatric patients. As a small group discussion leader, I ensured a welcoming and safe environment for my patients to share and build community. Because of the relationships I built, many patients chose to also come to me outside of group time to seek support in times of crisis. One patient in particular, known to be volatile, would only respond positively to my help because of the trust I built with her. My ability to create genuine connections with a variety of people and my experience supporting patients through a multitude of challenges will directly translate to the role of a Residential Counselor.

My time at McLean Hospital also shaped my crisis management skill. The nature of my patients' serious and diverse diagnoses meant that each day was completely different from the day before, and crises were common. On a particularly challenging day, a patient with autism spectrum disorder was extremely agitated and about to attack my coworker. I restrained the patient using the Handle With Care technique for almost an hour, after which I brought him to a quiet room to console him. Through breathing techniques and talking through what happened, I calmed my patient down and he left the room laughing. Experiences like these have prepared me to deescalate crises quickly and carefully, which will make me ready to respond to any challenging situation that may arise among residents at Eliot Community Care.

I would consider it an honor to work with you and help make a difference in people's lives. From what I have heard and found through research, Eliot focuses on each patient holistically, and treats patients by helping them find their inner strength. My goal as a Residential Counselor would be the same: I want to continue to be a positive, guiding force in people's lives. If you have any questions, please feel free to reach out to me at (182) 349-3947 or email@bc.edu.

Sincerely,

First & Last Name

# First & Last Name

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

June 1, 2020

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 peaked 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