

Alice Liddell

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DATE

Charles Dodgson
Principal
The Lutwige Learning Centre
1864 Tenniel St., Montreal QC
H7J 7J8

Dear Mr. Charles Dodgson,

Please consider me for the position of Part-Time Teacher in your after-school program. The Lutwige Learning Centre is well respected and trusted because it places emphasis on keeping groups and classrooms small. This intimate size allows you to ensure that each child receives the required care they need. As a member of your teaching staff, I can bring the kind of compassion, warmth and understanding that have made your reputation.

I graduated from Concordia University's Education program with a major in Child Studies. This has equipped me with the latest methods and philosophies needed to empower and motivate students to achieve their best. I believe that the key to a child's development is to instill a positive sense of achievement. While completing my practicum at The White Rabbit Centre, I took the opportunity to increase the children's reading time by designing activities around the books the students read. Regardless of reading level, the children always played an integral role in the activities and each added to the learning of the group. During my tenure as English Teacher in New Zealand, I developed the ability to ensure the participation of every student. By giving each child regular one on one time, I assessed their strengths and encouraged them to be active members of the group. As the Secretary for my student association, I was responsible for the efficiency and productivity of meetings. By setting up a workable schedule, I ensured that major points were dealt with and that the meetings' goals were accomplished as planned.

This Part-Time Teacher position is an excellent opportunity and it would be a privilege to be a member of your team. I am available to discuss any further information you require. Thank you for your time and consideration.

Sincerely,

Alice Liddell