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Marie Clemmence  
Coordinator - Language Program  
Windsor Alternative School  
185 Rose Lane West  
Ottawa, Ontario  
K2X 1Z8

DATE

Dear Ms. Clemmence,

Windsor Alternative School provides a healthy learning environment for immigrant children and their parents. The opportunity to contribute to your particular educational environment excites me. My academic, internship, and volunteer history have prepared me for work in such an environment. As indicated in the accompanying resume, I offer a rare mix of skills and experience which I believe would be an asset to your Language Department. I will be graduating in May and would like to be considered for a teaching position.

My Bachelor of Education Degree in Teaching English as a Second Language has supplied me with the necessary tools when designing unit and lesson plans, and working with children in variety of group sizes. My education is further complimented by my internship experience at Hillary Academy; I taught ESL to children in grades 3 and 4. During this practicum, I was able to teach and motivate students through role playing, class presentations on topics of interest, and discussion and conversation groups.

Last summer, I joined the WTO and served as a volunteer in Bangladesh where I taught English as a foreign language in a small rural-area school. Given the limited resources and demanding environment, I was able to test my teaching skills daily while demonstrating initiative, flexibility, and creative thinking. During this period, I helped develop an English Language Club which became very popular with both children and parents in the community. I gained exposure to a wide range of educational experiences, such as teacher training and community development.

Windsor Alternative School has a well-deserved reputation for excellence and I would like to contribute to its continued success. I hope that you might have a current vacancy for a new graduate with my interests, skills, and experience, and look forward to hearing from you in the near future. Should you need additional information, please do not hesitate to contact me at (514) 857-0099 or [edu@alcor.concordia.ca](mailto:edu@alcor.concordia.ca).

Sincerely,

Ed Ukasion

Enclosure (1)