

Heather E. Koach

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John Smith, Ph.D. Principal
Notre Dame Academy
610 Maryhill Drive
Green Bay, WI 54303

Dear Dr. John Smith,

"A good teacher is like a candle - it consumes itself to light the way for others" - Mustafa Kemal Atatürk. I strongly consider teachers to be both the guidance and models for student success. Based on my experience at Notre Dame Academy, I am thoroughly convinced students receive the best education possible from teachers. As an excited candidate, I am writing in regards to the English/Language Arts position available at Notre Dame Academy. I learned about the position from the Notre Dame Academy school website and could not be more excited about the opening. I am a St. Norbert College senior graduating in May with a Bachelor of Arts Degree in English and a certification in Early Adolescence – Adolescence Education. I believe the school's mission to build a well-rounded student spiritually, educationally, and societally is an essential part of a students' education. I would be a great fit and asset to both your school and faculty, as this job opportunity would accentuate the technological skills, desire, and drive I possess as an educator.

Throughout my extensive experience in the classroom, I've strengthened my ability to integrate technology in a positive way, which enhances student learning. For example, at Notre Dame Academy one of my unit plans on informational texts incorporated the use of MacBook Pro computers and the program iWeb, which allowed students to create their own websites. In taking the lead on this project, I collaborated with other teachers and community members to successfully implement this authentic activity. At the end of my placement, when surveyed, students indicated this activity as their favorite because of its integration of their interests and learning all in one. Another asset I offer is my experience with the International Baccalaureate program. I had the opportunity to observe and help facilitate an 11th grade Theory of Knowledge class where students questioned the basis of knowledge while critically analyzing evidence. Lastly, as a new teacher I have been trained to use the Common Core Standards as a focal point for my unit plans. In using these standards to build objectives and facilitate student learning, I've also helped students reach their goals through differentiation. In my 8th grade placement at West De Pere Middle School, I created a guided reading group unit plan that focused on the different levels of student reading and comprehension. Students were placed in groups that concentrated on leveled reading, learning, and comprehension to ensure each of my students learning needs were met.

My experience with technology, the International Baccalaureate program, and the Common Core Standards with differentiation among other skills and strengths, make me a very qualified candidate for this position. I will be following up with you the week of April 12th to make sure you received all materials needed for this position. Please feel free to contact me with any questions at (715) 292-0485 or heather.koach@snc.edu. Thank you for your consideration and I look forward to hearing from you.

Sincerely,

Heather E. Koach