614 2nd Ave NE

Waverly, IA 50677

Date: March 28th, 2022

Ms. Sheena Canady

Principal, George Washington Carver Academy

1505 Logan Ave.

Waterloo, IA 50703

(319) 433-2500

Dear Ms. Canady,

As a health-focused professional, I am committed to delivering a health-enhancing program that supports the needs of students and advances health education. I was immediately drawn to the listed position of a Physical Education teacher. Travis Gratteau-Zinnel referred me to apply for the Middle School Physical Education teacher position. This position aligns perfectly with my vision of ensuring students are healthy and prepared for the world ahead of them. I am confident I am the candidate you are seeking.

I can assess the needs of diverse student groups and implement the changes needed to make my classroom as welcoming as possible for all students. When assessing the student’s abilities during activities, I can quickly address changes to the learning process to promote teamwork and collaboration. In addition to the various physical activities, students will develop skills, productive work habits, behaviors, and attitudes that help with growth and development through my assigned curriculum. This supports my mission to ensure students connect other courses to the lessons they are learning under my supervision. Additionally, I like to introduce various non-traditional sports to the curriculum.

I have the ability to work in diverse environments and am willing and ready to continuously educate myself and adapt my skills and teaching abilities in our ever-changing society. In this teaching position, I know that I would have many opportunities to gain experience in my leadership, learning, tolerance, and in my ability as an educator.

I have enclosed my resume for your consideration and look forward to the opportunity to interview with you to discuss my strengths and how they align with the needs of the Physical Education program. I will contact you next week as a follow-up to this letter to discuss my strengths and how they align with the goals of George Washington Carver Academy.

Sincerely,

Harry Potter

100 Wartburg Blvd Box 123, Waverly, IA 50677 | 123-456-7890 | harry.potter@wartburg.edu

August 7, 2020

Lindsey Ramker

Families First Supervisor

Dear Ms. Ramker,

I am writing to apply for a social work practicum placement at Families First from January to mid-April 2021. Dr. Tammy Faux recommended me for this position. My interest child welfare and ensuring all members of a family have their needs best served are leading reasons in completing my 450-hour practicum placement with your agency.

During the past three years, I have gained experience working with diverse cultures and populations through my social work courses. I have taken multiple classes that discusses the importance of childhood development and their best interests especially in relation to reunification or finding resources for families. I took a class titled “meeting the needs with children” where we explored several case studies and numerous resources that are beneficial to families in need of assistance. In addition, I took a policy class where my groupmates and I advocated for sustainable funding for children’s mental health during Legislative Day at the Iowa State Capital.

Wartburg Social Work practicum placements are fulltime experiences for 450 hours. I can be at my placement site during the week, with the exception of Friday afternoons when I have a required seminar/capstone social work course.

Please let me know when it would be possible to arrange a phone or ZOOM interview to discuss this practicum opportunity. Dr. Faux has requested that I complete this process before July 26th, if possible.

Please feel free to contact me by email (harry.potter@wartburg.edu) or cell phone (123-456-7890 if you have any questions.

Sincerely,

Harry Potter