

Paraprofessional Cover Letter Sample 1

Scott Gardsman

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Mr. John H. Peterson

Principal

Nelson Mandella Elementary School

365 W. Avante Street, Homeville, Indiana 10894

Dear Mr. Peterson,

I noticed your job listing on TeachForAmerica.com, and I would like to apply for the position of Substitute Paraprofessional Teacher at Nelson Mandella Elementary School. My unique background makes me an ideal candidate for the position. Throughout my education and previous work experience, I have always considered myself a *jack of all trades* and capable of learning new skills on the fly. I believe I could apply these skills to the job you are offering.

At this moment, I am a freelance writer for several local magazines in the Northwest Indiana Region. I write a weekly column in the Northwestern Indiana Tribune that has attracted a wide readership for its interesting take on current affairs, humor, and general writing style. I also sell used cars on a part-time basis, and I have used my communication skills to excel in that field as well.

In my current positions, my greatest accomplishment has been my quick ability to learn the required skills for the job. As a true paraprofessional, I quickly identified the target audience for our regional magazines and started creating content that resonates with readers. On the other side of my professional life, I am quickly able to assess each customer's car needs and offer a vehicle that fills those needs.

In the classroom, I would rely more on my formal education to get the job done. My degree in English writing has served me countless times throughout my life, and I believe that it's given me the skills to lead classrooms with poise and grace. Though I would feel comfortable subbing for any variety of liberal arts classes, my specialty will obviously be those centered on English literature and writing.

Without a doubt, I am an ideal candidate for the Paraprofessional Substitute Teacher position at Nelson Mandella Elementary School. With a bachelor's degree in English writing, I am well versed in much of the literature required at the elementary level. Beyond that, my jack-of-all-trades mentality makes me a great fit in fast-paced positions like that of a substitute teacher. Thank you for your time, and I look forward to meeting with you soon.

Sincerely,
Scott Gardsman