

Mr. Geoffrey Pierson  
Head of School  
The Packer Collegiate Institute  
170 Joralemon Street  
Brooklyn, NY 11201

January 24, 1998

Dear Mr. Pierson,

I am writing at the recommendation of Susan Roos and Kathy Goldhirsch to inquire about a head teaching position with the lower school. I am a former student of St. Ann's and a graduate of Wesleyan University. Presently, I am finishing my graduate work at Bank Street College of Education. I have spent the last two years as an Assistant Teacher at The Town School in the third and fourth grades. I am drawn to Packer by its focus on social and political issues within the curriculum and by its strong and diverse community.

As an Assistant Teacher at The Town School I have had the unique experience of acting as a co-teacher. This year has been especially unique in that I was chosen to be the only returning faculty member in the third grade. Being exposed to three new faculty members' ideas and strategies and introducing Town's philosophy and standards to them have enriched my own teaching and leadership abilities.

Having been left in the classroom alone quite frequently I have developed strategies for preparation and classroom management. I have working with a team including my Head Teacher, the Math Specialist, and Reading Specialist to assess curriculum throughout the year and have brainstormed with this team to create strategies in order to reach the different learning styles of every child. I have been given the freedom to create and institute curriculum to enrich the existing curriculum. With this freedom I have developed units on Irish History, Harlem, poetry and place value. At Town, I have worked with the successfully implemented programs of Chicago Math and Readers' and Writers' Workshops.

While at Town I have willingly expanded my responsibilities. I accepted the request to chair the S.E.E.D. (Seeking Educational Equity and Diversity) committee and founded and co-lead a Diversity Workshop for seventh and eighth graders on my own accord. These two roles have heightened my sensitivity towards diversity and made my work within the curriculum and classroom more inclusive.

I would be most interested in teaching in the 3<sup>rd</sup> and 4<sup>th</sup> grades. If I can supply any further information please feel free to call me at (718) 555-1938. Thank you for your time and consideration.

Sincerely,