**Kimberly Towne**

1736 Tatnic Road

Wells, ME 04090

February 7, 2021

Michelle Brackin

Human Resource Manager

Biddeford School Department

Business/Personnel Office

18 Maplewood Avenue

Biddeford, ME 04005

Dear Ms. Brackin:

Subject: Application for Substitute Teacher Position in the Biddeford School District

I heard about this substitute teaching position through Cindy Altomari, my advisor and mentor at the University of New England, and I was immediately interested.

As a junior in UNE’s secondary education program, I have learned the basics of teaching including how to create lesson plans based on Common Core and Maine State learning standards. Additionally, my studies have emphasized diversity and inclusion, which has helped me to better understand the students I will be teaching. I have also observed and participated in several classrooms, including in Biddeford’s own primary and high school. This has given me the opportunity to work on skills that can only be practiced with students, such as using research-based instructional strategies, teaching a lesson, and building student-teacher relationships.

I’ve been volunteering in schools on my own since before college, which is why I decided to pursue teaching in the first place. Most notably, as a senior in high school, I participated in a program called Teen Trendsetters in which I helped a first-grade student who needed extra reading support. While I enjoyed watching my student’s progress, I learned just as much from the experience, like the importance of adapting to new situations at a moment’s notice.

Regardless of what I am pursuing, I hold myself to high standards and strive to put in my best effort. As a lifelong learner, I continually reflect on what I’ve done well and what I can improve on to better myself for those around me. I believe strongly that communication and collaboration help to create an environment that is beneficial for everyone, which is why I always treat people with kindness and understanding.

I appreciate your consideration of me for this position. I can be contacted at any time through the email and phone number listed below to set up an interview at your convenience or to answer any questions you may have. I look forward to hearing from you.

Yours sincerely,

Kimberly Towne

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