**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 essentials of teaching. This includes creating lesson plans based on Common Core and Maine State learning standards, as well as integrating technology effectively in the classroom. Additionally, my studies have emphasized diversity and inclusion, which has helped me to connect with students of many backgrounds. 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 practice my skills with students, such as teaching a lesson using research-based instructional strategies and building student-teacher relationships.

I have 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 reading support. I loved seeing my student progress from week to week, especially knowing that I was involved in that improvement. In addition, because of my student’s needs, I had to learn to adapt to situations quickly and be flexible in how I teach.

Regardless of what I am pursuing, I hold myself to high standards and strive to put in my best effort. 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 compassion. As a lifelong learner, I value the use of reflection to improve upon myself, and as such, I am confident I can thrive in this role.

I appreciate your consideration of me for this position. If you have any questions, I can be contacted through the email and phone number listed below at any time. I would also be happy to set up an interview at your convenience. I look forward to hearing from you in the near future.

Yours sincerely,

Kimberly Towne

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