

910 Shady Brook Lane
East Setauket, New York 11733
August 14, 2020

Ms. Susan Stansbury
Personnel Officer
Baltimore County Public Schools
6901 Charles Street
Towson, Maryland 21204

Dear Ms. Stansbury:

I am writing to inquire about any substitute teaching opportunities that may be available for the school year beginning in fall 2021. I know your district believes strongly in keeping close ties with the community. With a passion to teach students while partnering with faculty, administration and parents, I am confident in my ability to approach students and communicate effectively to create an engaging environment.

As a student teacher, I worked closely with special needs children and their parents in a middle school setting. Understanding the needs of the students allowed me to strategize specific ways to help students achieve. I was successful at creating and implementing IEP's and designing behavior modification programs. The programs were tailored to the needs of each student, incorporating visual, auditory, and kinesthetic styles of learning. After seeing success in the behavior modification programs, I was asked to create a workbook for teacher reference in which I named *Learning by Engagement for Action and Readiness* (LEARN).

With the ability to teach in a variety of settings, I am excited for the opportunity to be a substitute teacher for your district. I have completed the online application and uploaded my resume for your review. I will be relocating to the Baltimore area in late August and welcome the opportunity for an interview. Thank you for taking the time to review my credentials as a candidate for a substitute teacher position.

Sincerely,

Alexis M. Jones

Alexis M. Jones

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