**Laura Kay Washer**

3294 Glacier Drive ~ Lake Orion, Michigan 48360

Phone: (248) 842-2439 ~ e-mail: lkwasher@oakland.edu

May 29, 2017

Name, title

??? School District

Human Resources Department

Address

City, Michigan- Zip Code

Dear ???,

It is with extremely high interest that I enclose my resume for the Pre-School Director Position available with the ??? School District. I am confident you will find my educational background, leadership qualities, teaching experience and professional rapport with staff and parents a true asset to your school district. I thank you in advance for your time and consideration.

In June of 2017, I graduated Oakland University with an Administrative Certificate. I earned a Master’s Degree in Educational Leadership and upgraded from my Provisional to my Professional Teaching Certificate due to a combination of college credit and extra Professional Development hours that I attended on my own time to be “High Scope” certified. Some of the leadership opportunities that I was involved in included: mentoring a new teacher, job shadowing my mentor and principal, sitting in on the interview process, planning field trips for the Early Childhood Special Education Department and creating agendas to lead various meetings. I worked extremely hard to be “visible” in my school and be known as a highly respected teacher leader.

In May of 2010, I graduated Central Michigan University with High Honors. I earned a Bachelor of Science in Education and received degrees in: Special Education for the Emotionally Impaired, Elementary Education and Early Child Development. I firmly believe my college career was notably beneficial, teaching me to use developmentally appropriate practices for students of all ages and abilities. I also learned the importance of collaboration, as I team-taught for five years after college with four different professionals in two different school districts.

Throughout my teaching and leadership experiences, I have had many wonderful opportunities working with young children and their families. I have taught diverse groups of learners including those challenged by: Autism, Down Syndrome, medically fragile needs, extreme hyperactivity, sensory disorders, non-compliant behavior and speech-language impairments. My background also consists of working with students functioning above, below and at grade level, where I learned to modify lesson plans and accommodate for the unique needs of individuals. As a future leader, I learned the importance of not only documenting student achievement (or regression), but also communicating concerns with parents and staff in a timely manner.

My greatest strengths include: being happy in the work I do, having superior organizational and communication skills, showing my creativity, being honest and always having a positive attitude. I believe that in order to obtain an optimal learning environment for all children and staff, an administrator needs to be actively involved and approachable to go to when problems arise. As a future leader, I will make sure that each child AND each staff member receives individualized praise, ensuring motivation for success.

I look forward to discussing my qualifications and credentials in further detail, as I will prove to you my dedication and genuine passion for this position. I can assure you I will be a valuable addition to your team in the ?? school district as the Pre-School Director. Thank you again for your time and thought into hiring me. I hope to hear from you soon!

Sincerely,

Laura Washer