

## MONA P. BUTTONS

7398 91<sup>st</sup> Street • Tacoma, WA. 98275 • Home (425) 555-8739 Cellular (425) 555-2376 • monabuttons78@yahoo.com

---

October 30, 2008

Sarah Jones, Superintendent  
ABC School District  
1000 33<sup>rd</sup> Street South  
Somewhere, WA 98888

Dear Ms. Jones:

It is with great enthusiasm that I submit my resume in consideration for a position as an **ESL Teacher** with the ABC School District. I have a Bachelor of Science Degree in Elementary Education (graduated cum laude), and have earned certification in Elementary Self-Contained (Grades 1-8) and English as a Second Language (Grades 1-8). As a highly compassionate and approachable teaching professional, with *over 15 years of hands-on teaching experience*, I am confident in my ability to become a valuable member of your teaching staff.

The enclosed resume will highlight my career achievements and showcase my dedication to education. Being a versatile educator, I have taken the opportunity to instruct a wide variety of students from various backgrounds and all facets of society. As a result, I am a compassionate teacher, who remains sensitive to children's unique needs, employs effective listening, provides individual and whole group support, integrates multicultural teaching units, and offers positive encouragement and reinforcement to keep students focused and motivated.

One of the most effective ways that I assist ESL students is by developing and presenting comprehensible and stimulating lesson plans that facilitate all learning styles. I research, locate, and incorporate a variety of resources to accommodate students via visual, audio, tactile, and kinesthetic methods. In addition, I integrate literature, Writers' Workshop, phonics activities, and technology to ensure that each child is able to comprehend and retain the concepts and language. My goal is to foster and maintain an open, honest, communicative, and supportive classroom, in which each student feels safe, secure, special, and appropriately challenged.

I would enjoy the opportunity to meet with you personally in order to discuss how my diverse skills and experience will enable me to make a valuable contribution to your school district. Thank you for your time and consideration.

Sincerely,

Mona P. Buttons

Enclosure