

CANDACE SMITH, M.ED.

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ABC School District
1212 Pine Grove Avenue
West Chester, PA 19380

Dear Mrs. Anita Jones:

I am pleased to present my résumé to you for a position as an **Education Consultant** with ABC School District. I hold a **Master of Education in Elementary Education**, Bachelor of Education in Social Sciences, and a Pennsylvania Teaching Certification. With **five years of hands-on expertise as an Education Consultant**, and an additional 10+ years as a Classroom Teacher, I bring a well-rounded background to your district, as well as the drive and passion to boost student success rates.

Since 2000, I have had the wonderful opportunity to hold positions as Education Consultant, Fifth Grade Teacher, and Third Grade Teacher. I have worked closely with a diverse group of students, teachers, administrators, parents, and government officials to effectively implement new policies and programs. My goal is to identify district needs and collaborate with your staff to create an effective program that facilitates all types and levels of learners, while complying with state and federal laws, and adhering to your mission statement.

As an Educational Consultant, one of my greatest strengths is curriculum development and assessment. I teach instructors to implement pre- and post-assessments, as well as student evaluations on a regular basis. I then analyze the resultant data and utilize it to adapt curriculum, identify needed resources and materials, and promote teaching techniques that would be most effective for the student population in question.

Some of my relevant achievements I would like to impress upon you include:

- Designed and presented comprehensive workshops for parents: Transitioning Between Grade Levels, Preparing Your Children for Middle School, and Education in the Home.
- Collaborated with educators to create effective instructional materials, teaching aids, and other related equipment to assist all types and levels of learners.
- Identified district-wide curriculum issues specific to special needs learners. Hired specialists and facilitated workshops for special education teachers to eliminate issues.
- Trained educators and administrators in new state policies, ensuring complete compliance.
- Created alternative and authentic assessments to help teachers gain a better understanding of students' needs, as well as adapt teaching methods to drive instruction.

I welcome the opportunity to meet with you to discuss how my extensive experience and skills will benefit your academic program. Thank you for your time and consideration, and I look forward to hearing from you soon.

Sincerely,

Candace Smith