

# AURORA P. SMITH

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<Date>

Dr. David Thompson, Superintendent  
ABC School District  
1000 33<sup>rd</sup> Street South  
Los Angeles, CA 90000

Dear Dr. Thompson:

My resume is enclosed for your consideration. I am interested in **Special Education** teaching opportunities with the ABC School District. My credentials include a Master's Degree in Special Education, a Bachelor's Degree in Behavioral Science, a California Teaching Certification (Special Education Credential), and seven years of direct instructional experience.

The resume will highlight my commitment to children, showcase my expertise in differentiating instruction, and demonstrate my communication and leadership skills. Being a highly adaptable and versatile educator, I have enjoyed the opportunity to teach a diverse group of children, including those with ADD/ADHD, autism, Asperger's Syndrome, speech impairments, noncompliant behavior, learning disabilities, and physical challenges. These experiences have helped me blossom into a well-rounded and compassionate individual, who takes each student's unique goals, needs, and interests into account, and creates effective lesson plans and activities to accommodate them.

My greatest capability is facilitating all styles of learners. I develop multi-sensory lesson plans to meet the needs of auditory, visual, tactile, and kinesthetic learners. I also incorporate various forms of technology, learning centers, manipulatives, group work, and thematic units to teach new concepts and materials. Furthermore, I make certain that each child receives individualized praise and encouragement, ensuring that he/she remains motivated and does not become frustrated or quit.

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

Sincerely,

Aurora P. Smith

Enclosure

*"Ms. Smith has a unique gift for helping students with special needs.  
She knows how to get through to the most difficult of students and spark their interest and imagination."*

- Maria Cortez, Mount Forrest Elementary School