February 29, 2013

Jean Shaw, Senior Manager, Elementary Teaching Office   
Toronto District School Board  
Toronto, ON H3G 1M8

Dear Ms. Shaw,

Para 1: In your words, get across that: An elementary occasional teaching position with the TDSB is an excellent fit for your knowledge, skills and experience

Para 2: In your words, get across that the timing and fit are ideal, that you’ve done your research on TDSB’s mission and its values align perfectly with yours…Mention Lakehead Teacher Ed. expected completion date (perfect timing)..My further qualifications make me an excellent fit to teach at TDSB elementary schools:

**Instilling in Children the Knowledge and Values to Become Responsible in Our Society**

* Name knowledge, skills and experiences which demonstrate you have experience instilling knowledge, skills and values in your students
* As many as you can brainstorm
* In point form

**Collegiality**

* Name knowledge, skills and experiences which demonstrate you work well with others
* As many as you can brainstorm
* In point form

**Value Unique and Diverse Students**

* Name knowledge, skills and experiences which demonstrate how you value unique, diverse students
* As many as you can brainstorm
* In point form
* Dig deep!!!

My dedication to …. is evident through my…

One of the self-assessed strengths I would bring to your board is (insert quality here, like self-starter, lifelong learner, collegiality, etc.)…., as evidenced by….

Sincerely,

Katherine Becker