June 25, 2014

Jordan Hatch

1234 Road Name 123

Columbus, GA 31901

Ms. Allen:

My name is Jordan Hatch; I am a graduate from Columbus State University where I received my degree in Theatre Education with a minor in English Literature. With these credentials, I am highly qualified to teach Drama and English to students at the secondary level within Georgia. Please allow me to share with you my qualifications which cause me to believe that I am an ideal candidate and consider my application for the Drama teaching position listed on the Muscogee County school district website.

While at Columbus State University, I explored many additional facets of my undergraduate program in order to ensure that I had a full understanding of what it takes to teach both subjects in which I am certified. That is because I demand excellence from myself. During the student teaching portion of my program at Columbus State, I was placed at William Henry Spencer High School. While there, I consistently went beyond my duties as a student teacher by planning my own comprehensive curriculum, leading a class on my own, meeting with parents, and facilitating with extra-curricular activities that included forming a school improvisation troupe. I teach by example to cultivate professionalism within my students so that together we can create a program in which we and our community are proud. If you choose to hire me, I will go beyond my duties and do everything I can to make the theatre program a community institution at whichever school offers me the opportunity.

Another asset that I bring is my familiarity with the school district and the students that it serves. As I mentioned above, I student taught at a local school, but my interests in drama started with classes at the Springer Opera House where I studied, volunteered, and interned. I currently work as a substitute for the school district and felt that I have made an impact. I am a new teacher, but I have the skills and enthusiasm necessary to create a drama program that will grow in Muscogee County and serve the community that helped train me. Please allow me that opportunity.

My main objective as an educator is to foster a classroom environment in which students think critically, to encourage students to make discoveries based on their own observations, and to train students to evaluate those discoveries. This is an approach that I believe is inherent in Drama education, and seeing it unfold excites me about what I do, while urging me to become a stronger teacher. I want to share my passion with young people, and believe that drama teaches many fundamental skills that will serve students as they pursue higher education and in their professional lives. Stage performance, stage management, and directing are areas in which I teach students skills that transfer to their lives beyond high school such as professionalism, organization, and creative problem solving. With younger students, I use acting, storytelling, puppetry, and writing to give them the tools necessary to express themselves and grow into mature, thoughtful young men and women. These skills and more are what I have brought and will continue to bring to students in Muscogee County students, if you hire me.

I would like to speak with you and further convince you of my qualifications. Please contact me at insert phone number> or at <insert email address> if you are interested in meeting with me and thank you for your time.

Sincerely,

Jordan Hatch