

October 10th, 2013

To Whom It May Concern:

I am currently enrolled at New York University and am seeking a part-time position within your organization. I am obtaining my Masters in Social Studies Education (7-12) at the Steinhardt School of Teaching and Learning. I am expected to graduate in May, 2014. I am currently assisting a Global History Teacher at Manhattan Comprehensive Night and Day High School in downtown Manhattan. The school caters to students 17-21 seeking to graduate high school who have the flexibility to attend during night or day based on their unique need or demands on their schedules. That being said, I have experience working with a wide-range of student in a high-need environment including ELLs and students with varying comprehension levels. I am adept at writing lesson plans that include differentiation and can scaffold information effectively to meet the diverse needs of the students.

I am a career changer who began working in the business world as a sales and business development professional. I have experiences working within a variety of different industries and have consistently met goals no matter what the organization. Throughout my career, I had the opportunity to work with a diverse client population, spearhead multiple projects and meet deadlines, implement creative marketing initiatives, and work in high-pressure environments for a demanding clientele. I currently hold a position at a digital marketing firm as an Account Executive working with small and medium sized businesses to help them gain better visibility online using certain platforms and specific digital solutions.

My professional experiences include serving as a Board Member and Events Chair of the Georgetown Business Association, as a Steering Committee member of the Phillips Collection, and as an active past volunteer of the PMPI (the Potomac Chapter of Meeting Professionals International), SGMP (Society of Government Meeting Planners), Consular Corps (an accredited embassy and diplomatic society group), and the Youth and Education Program at the Smithsonian Institution.

I believe that my "real world" experience could enhance what I could bring to the classroom and benefit the student whom I would teach. Please advise if my background fits your requirements for part-time employment. I can be reached at 203-577-7164 or at lizmey@gmail.com. I look forward to your consideration.

Best regards,
Elizabeth C. Meyer
336 E 82nd Street Apt 1A
New York, NY 10028

