January 17, 2013

To Whom It May Concern:

I am interested in applying for a tutoring position with Tutors on Wheels. I received my Master’s in Childhood Education from Hunter College, and have worked with students ages Pre-K to 6th grade in public school, private school, and in a private tutoring setting. I taught as an Assistant Teacher at P.S. 166 in Manhattan for almost two years before I began teaching Pre-K. Throughout this entire time, I remained active in tutoring and currently look forward to opportunities to tutor more frequently. I am trained to tutor for the elementary levels of the Math and ELA NYS Tests and all elementary level subjects.

While tutoring a 6th grade student for the 2011-2012 school year, I worked with the student to organize his calendar of assignments and daily work routines so that he stayed on track and ahead of schedule for all projects and assignments. As an individual who highly values organization and strategies for staying organized, it comes naturally for me to mentor elementary students in ways of keeping themselves organized and ultimately, stress-free.

My passion for tutoring and focusing on one student or a small group of students has grown each month that I am a tutor. I am currently looking to transfer from a career of full-time classroom teaching to full-time tutoring and teaching on the group and individual level. This would open up my availability to more weekday hours.

The amount of patience, energy, enthusiasm, and care my students receive during our tutoring sessions are what make me a special tutor. I am a communication and relationship-driven individual. I enjoy and do well at focusing on students, assessing their needs and learning styles, and making the most of their own individual education experience.   
 I would be thrilled at the opportunity to speak with someone further about the opportunities at Tutors on Wheels. I would work diligently to go above and beyond the needs of my students and provide the most supportive tutoring experience possible for him or her. Please find my resume on the following page. I look forward to hearing from you. Thank you for your time!

Sincerely,

Brianne Muller

[Brianne.Muller@yahoo.com](mailto:Brianne.Muller@yahoo.com)

845.489.3853

**Brianne Muller**

318 11th Street, Apartment 1L

Brooklyn, NY 11215

(845) 489-3853

Brianne.Muller@yahoo.com

**Education**

**Graduate School of Education at Hunter College** New York, NY September 2009- May 2011

**M.S. in Childhood Education, Grades 1-6;** GPA: 3.8

Certified Teacher: N.Y.S. Initial Elementary 1-6 Teaching Certificate

Fingerprinted by NYCDOE

**Pace University** New York, NY September 2006-May 2008

**B.A. in Communications;** GPA: 3.7

Magna cum Laude, Dean’s List

**Quinnipiac University** Hamden, CT August 2004- May 2006

**Concentrations: Media Studies, Spanish**

Dean’s List

**Teaching Experience**

Preschool of America, Cobble Hill Brooklyn, NY June 2012- Present

**Pre-K Teacher**

* Plan daily literacy, art, science and math lessons for fifteen pre-K students.
* Write weekly parent newsletter and lesson plan chart providing parent information on the topics to be focused on each week.
* Work closely with an Assistant Teacher during daily circle time lessons and projects.
* Communicate with parents daily both in person and through written daily reports for each child.

**Private Tutor, Preschool through Grade 6** New York, NY November 2011-Present

* Currently tutor a 4th grade student at P.S. 333 in math test preparation with weekly lessons and strategic NYS test preparation lessons.
* Provided academic tutoring in math, science, and humanities for a 6th grade student at Booker T. Washington Middle School for the 2011-2012 school year.

P.S. 166, The Richard Rodgers School of Arts and Technology New York, NY March 2011-

June 2012

**Assistant Teacher, 1st and 3rd grade**

* Assisted lead teacher in daily lessons and activities.
* Co-managed behavioral responsibilities within the classroom.
* Served as a caretaker for students during breakfast, lunch, and specials.

P.S. 333, The Manhattan School for Children New York, NY September- December 2010

**4th grade student teacher, weeks 1-7**

* Planned daily math, reading, intensives and writing workshop lessons for a 4th grade class of 31 students.
* Made significant contributions to classroom set up, charts, transitions, and management routines.
* Maintained daily grade books, student running record files, and contributions to student portfolios.

**2nd grade student teacher, weeks 8-15**

* Planned lessons for a 2nd grade class of 21 students in social studies, science, intensives, word study, and reading workshops.
* Made significant contributions to student running record files, classroom set up, charts, transitions, and management routines.

Girls on the Run, P.S. 134 New York, NY March- June 2007

**Volunteer Head Coach** Coached 3rd-5th grade girls in running, teamwork, lessons and communication exercises.

Dover School District Dover Plains, NY May 2006-January 2007

**Substitute Teacher**

* Substituted grades K through 12.
* Temped for School Secretaries and Teacher’s Aides.

Teen Discovery Camp Wingdale, NY Summer 2004, 2005, 2006

**Senior Counselor and Assistant to the Camp Director**

* Coordinated activities and field trips for the campers.
* Instructed Counselor-in-Training seminars.
* Directly supervised campers during various activities and field trips.

**Other Work Experience**

Candle Cafe New York, NY August 2008- October 2011

**Server**/**Host/Reservationist**

* Provided excellent customer service and communication in a high volume atmosphere.
* Competence with restaurant’s computer system and full seasonal menu.

Hunter College Office of Graduate Admissions New York, NY October 2009- January 2010

**Student Administrative Assistant, Graduate Admissions**

* Assisted office managers with basic clerical duties including mailings and filing.
* Effectively communicated with graduate students regarding admissions.

Pace University, Lubin School of Business New York, NY March 2007- August 2007

**Student Administrative Assistant, Lubin School of Business**

* Assisted academic advisors with student oriented tasks including academic resource advice.
* Communicated efficiently with students, professors, and staff regarding academic questions.