10 Saint Marks Pl.

New York, NY 10003

June 18, 2013

Tutors on Wheels

6860 Austin St  
Forest Hills, NY 11375

Dear Tutors on Wheels,

My name is Holly and I am seeking a full or part time position as a tutor in the New York City area.  
  
I have a dual BA degree in Elementary Education and Special Education. I have two years of private tutoring experience as a reading, writing, and language arts homeschool teacher to a high-profile tech family. As a homeschool teacher, I prepared my students to take the SAT-10, SSAT, and ISEE exams. I have experience as a preschool classroom teacher. I have been a professional nanny for over 6 years.

I have attached my resume, a letter of recommendation from the mother of the children I home schooled, a sample of daily written reports to parents, and a curriculum-planning sample. Please note that all student names have been changed to respect privacy.   
  
I would love to have the chance to discuss my educational philosophy and learn more about your program. Please contact me at [hrbammert@gmail.com](mailto:hrbammert@gmail.com" \t "_blank) or [206.245.9875](tel:206.245.9875" \t "_blank) to set up an interview.   
  
Thank you for your time and consideration. I look forward to hearing from you!  
  
Sincerely,   
  
Holly Bammert

**Holly Bammert**

2345 Larkin St. #3

San Francisco, CA 94109

C. 206.245.9875

Hrbammert@gmail.com

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**QUALIFICATIONS:**

* Bachelor of Arts Special Education and Elementary Education Dual Endorsement
* Over 5 years of Nanny Experience (4.5 for High Profile Family)
* 2 Years of Homeschool Teaching and Tutoring Experience for High Profile Family
* Experience Working with High-Profile Families within the US and Abroad
* Extensive Traveling Nanny Experience (within the US and Abroad)
* Personal Assistant Experience
* Experience as a Travel Nanny Blogger
* Valid Passport (Travel-Ready)
* CPR & First Aid Certified

**CHILDCARE EXPERIENCE**

**Touw Family Seattle, WA 2012-Present**

*Part Time Nanny and Family Assistant, Ages of Children Upon Hire: 10 months and 2 years*

Provide morning care five days a week for two sisters in a foster-to-adopt program. My role primarily includes care of the two girls while their foster mother takes her three sons (ages 8, 10 and 12) to school and runs errands. I prepare nutritious meals for both girls, stay on top of diaper changing, transport to and participate in a co-operative preschool, take the girls on outings, and deliver them to their foster mom and/or biological grandparents to accommodate their schedules. I am potty training the two-year-old and keep a consistent bottle and nap schedule for the 10-month old. Occasionally, I provide childcare for any of the three older boys. My family assistant duties include taking kitchen/household inventory and running shopping errands, taking the boys to school and appointments, assisting with household tasks, folding and putting away laundry, and light housekeeping.

**Private High Profile Family Bellevue, WA 2008-Present**

*Full-Time/On-Call/Travel/Part-Time Nanny, Ages of Children Upon Hire: 3, 3, 6 & 8 Years*

Provide a range of childcare roles from occasional weekend babysitting to working on a full-time on-call basis every other week. My duties include everything you can imagine a nanny might do—Week-long overnight care while parents travel, travel with the family to destinations like London, Madrid, Los Angeles, New York, Kauai, Sun Valley, and Aspen for short (several days) and extended (2 months) periods of time. Provide childcare overnight at grandparents’ and family friends’ homes on short notice. Read behavior management and parenting philosophy books that the mother assigns and implement their strategies. Create and deliver rigorous summer writing/language arts drills and practices and supervise and assist with homework during school year. Educate and assist children in managing their personal emotions. Plan and transport children to and from outings and play dates. Transport and attend extra curricular activities and sports. Prepare balanced meals, engage children in cooking projects, and educate children in best nutrition and exercise practices. Supervise day and overnight play dates at family home. Run miscellaneous errands for parents, pack and unpack children for trips, help children pack and unpack themselves for trips. Keep up household tasks like dishes, laundry, and organization.

**Berk Family Seattle, WA 2008-Present**

*Part-Time/Occasional Nanny, Age of Child Upon Hire: 3*

Provide childcare to a now 7-year-old boy. Duties include planning and transportation to and from sports practices and club meetings; planning and executing educational and engaging outings; transporting to and from school; assisting mother with parties; running errands for mother; supervising play dates at home and at friends’ homes; preparing balanced meals; maintaining laundry, dishes, and household organization; caring for child overnight while parents travel; and caring for child in two homes following parental divorce. Within the first year of hire my responsibilities also included diapering and potty training.

**Thurman Family Bellingham, WA 2007-2008**

*Part-Time Nanny, Ages of Children Upon Hire: 8 & 11*

Provided Saturday childcare for an 8-year-old boy and an 11-year-old girl while completing teaching degree. Cared for children overnight for a week’s time every 4-6 weeks while mother traveled. Duties included: weekly volunteering at the local humane society; transporting children to and from school, sports, and extra-curricular activities; preparing balanced meals; managing laundry, dishes, and organization; and supervising and assisting with homework.

**TEACHING EXPERIENCE**

**Private High Profile Family Bellevue, WA 2010-2012**

*Writing and Language Arts Private Teacher, Ages of Children Upon Hire: 5, 6, 8 & 10 Years*

Taught language arts and writing to four homeschooled siblings (who I also nanny) in a one-on-one tutoring setting 5 days a week in a schoolhouse on the family’s property. Also taught group writing lessons to my four students and three other homeschooled students one day per week. Researched and constructed curriculum using the Common Core Standards and curriculum from the leading independent schools in the country (as rated by Forbes). Used an adapted version of Writer’s Workshop for individual and group writing lessons. Prepared students to score in upper percentiles of the Independent School Entrance Exam (ISEE), the Secondary School Entrance Exam (SSAT), and the Stanford Achievement Test 10th Edition (SAT-10). Assessed student performance on a weekly, monthly, and trimester schedule. Provided individualized daily written reports to mother with photographs included. Delivered detailed report cards on a trimester basis. Planned and executed educationally enriching and relevant field trips on a monthly basis. Escalated all students to above grade level achievement in language arts and writing standards. Escalated eldest student’s spelling achievement from below grade level to on-grade level.

**La Petite Academy Kirkland, WA 2008**

*Preschool Teacher*

Planned and delivered literacy, logic, art, and music lessons for the 3-year-old class. Conferred with parents, managed teacher’s assistant, planned meals, supervised nap time, and provided a safe and caring environment for all children.

**RELATED EXPERIENCE**

**Joanne Gordon Berk Seattle, WA 2012-Present**

*Personal Assistant*

Provide personal and professional assistance for Seattle-based author, Joanne Gordon. Duties include researching established columnists and bloggers and compiling a contact list to market the e-version of her book, running personal and family errands, and organizing the household.

**Adventure Nannies Denver, CO 2012-Present**

*Blogger*

Recently hired to blog for traveling nanny website. Attending Family Travel Conference in Dallas, Texas.

**EDUCATION**

**Western Washington University Bellingham & Seattle, WA 2004-2010**

B.A. in Special Education, Dual Endorsement in Elementary Education

GPA: 3.37

**FOREIGN LANGUAGES**

**French** (Emergent proficiency, currently taking private lessons) **HOBBIES AND INTERESTS**

Running, reading, blogging, golfing, traveling, walking my dog