June 2, 2014

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Dear Sir or Madam,

I would like to express my interest as a tutor at Tutors on Wheels. I am currently employed as a Head Teacher at the Preschool of America located in Chinatown, New York. In addition, I am seeking a Masters of Education Degree, specializing in Special Education at Queens College.

In my current position, I am responsible for delivering creative learning and play activities for fifteen children, ages three-to-four, some of how have learning disabilities. As a result of my experience at Preschool of America, I have developed strong skills in developing interactive learning activities, while observing and reporting on child development and conduct to both faculty and parents.

Prior to working at Preschool of America, I was a student teacher at PS.96 in East Harlem. While working at P.S. 96, I learned first hand what it takes to become a teacher. Among many things, I learned that teachers are constantly learning new techniques and strategies in order to better educate their students. I understand that teaching is a continuous cycle; teachers educate students, while teachers learn from their peers and students about how to improve their teaching.

Throughout my student teaching experience, I realized there needs to be a solid bond between teachers and students. Teachers must build a relationship with their students and understand the culture they are part of. It is important to relate what is taught to students’ everyday lives. Knowledge is a continuous cycle that passes through the classroom to each student and teacher. No matter what differences students and teachers have, they will both yearn to spread knowledge and wisdom. My goal is to educate society’s young, developing and impressionable minds in order to help them blossom into intelligent, successful, and responsible adults.

Being a hard worker and a well-rounded educator, I look forward to the opportunity to meet with you to discuss my qualifications. I believe that the skills I learned as a Head Teacher at the Preschool of America, coupled with the solid education I received at Queens College and Hunter College are indicative of how I would perform as a tutor at Tutors on Wheels. Enclosed please find my resume. Thank you for your time and consideration.

Sincerely,

Carla A. Widom

**Education**

**QUEENS COLLEGE, CUNY FLUSHING, NY**

Aug. 2012- MSED in Special Education Anticipated Graduation Date: May. 2015

Present

**HUNTER COLLEGE, CUNY NEW YORK, NY**

Aug. 2008 – B.A. in Childhood Education (Q.U.E.S.T Grades 1-6) and English Language Arts

May 2012 Dean’s List: Fall 2010, Fall 2011 and Spring 2012

**certification** Initial NYS Childhood Education in Grades 1-6

**Experience**

**PRESCHOOL OF AMERICA NEW YORK, NY**

May 2012- Head Teacher, Preschool

Present

* Develop and instruct age appropriate lesson plans that encourage physical, academic and social growth.
* Collaborate with teachers and administration in the development and evaluation of preschool programs.
* Plan and conduct activities for a balanced program of instruction, demonstration and work time that provides children with time to observe, question and investigate.
* Coached an eight-week summer sports class, which included movement concepts that enhanced fine and gross motor skills.
* Instructed a twenty-week extra curricular cooking program, which helped children identify and select healthy foods, understand how to prepare foods using good sanitary practices, and learn food preparation skills.
* Earned the recognition for Teacher of the Month in August 2012.

**PS 96M, NEW YORK CITY BOARD OF EDUCATION**

Jan. 2012 – Student Teacher, 3rd Grade **EAST HARLEM, NY**

May 2012

* Taught critical thinking skills and test preparation strategies to prepare for the New York State English Language Arts and Mathematics exams.
* Led whole group instructions concerning Africa, specifically focusing on Nigeria’s geography, rainforest, and desert, using Houghton Mifflin Harcourt.
* Based on class and homework performance, led small group instruction, which reinforced skills in fractions using Everyday Mathematics.
* Demonstrated the proper method to discover the author’s purpose in a given passage.
* Worked with students through small and whole group instruction, which focused on the needs of living animals and plants using Harcourt Science.
* Modeled appropriate behavior when students participated with Success Maker, while the classroom was kept organized.

**PS 112M AND PS 182M, NEW YORK CITY BOARD OF EDUCATION**

Feb. 2010 – Fieldwork Intern, 1st grade, 2nd grade CTT, and 3rd grade **EAST HARLEM, NY**

May 2011

* Led the morning meeting with a read aloud, which began the day with a positive learning experience and promoted how to show respect for others.
* Developed project based Social Studies lessons on family roles, taking advantage of the diversity of students.
* Collaborated with teachers to plan lessons, to ensure each of my student’s needs was met.
* Observed the math coach teach concepts of the Everyday Mathematics Curriculum to a variety of grades, using math manipulatives and activities on the Smart Board.
* Fostered acceptable behavior by showing students what is expected of them, when working in small groups, through hands-on science lessons.

**Other**

Proficient with Microsoft Office. Experience with the Smart Board. Volunteered four summers at the Central Queens Y. Five years experience with customer service. Infectious Disease Certified. Child Abuse Certified. CPR Certified.