

To Whom It May Concern:

I am submitting to you for consideration my application for an Elementary Teacher position. I am very confident that I have what it takes to not only encourage and inspire the children that attend your school, but also my co-workers.

Since graduating college I spent two years working as a substitute teacher before landing a long term position, which in turn developed into a permanent position, as a third grade teacher. From third grade, I moved with my class to challenge myself yet again as the fourth grade teacher. As well as teaching, I have been coaching a high school soccer team for three years and running an after school program for two years. As a substitute teacher I had the unique experience to sub at my old elementary school. I have taught for, and along with many of the teachers I had as a student. This experience really proved to me how much of an impact teachers make on children's lives. Currently, I am pursuing my a Masters Degree in Special Education, with a certification in pre-kindergarten through eighth grade. I hope that through this program I will be able to better understand, teach, and help each of my students as well as guide colleagues to do the same.

Since having my own class, I have been able to implement more technology into my school. I have been able to help change the way learning was looked at by encouraging not only students but also my colleagues to dive head first into the world of technology around us. I have helped to run a summer week long program in hopes to keep students minds in the "on" position, as well as many after school enrichment programs. Along with teaching, I have volunteered to help as a tutor for all ages. After spending a year trying to implement the "Girls on the Run" program, I am happy to say we kicked off with a great season last year and will continue with helping these girls. This program is nationally recognized for helping young girls through the power of movement. When I am not teaching at my school, I help to run an after school program three days a week at a neighboring school. "What nobler employment or valuable to the state than that of the man who instructs the rising generation" – Marcus Tullius Cicero.

In addition to my classroom experience I have worked at a day camp called Paradise Farms Camp for the past twelve years. I have progressed from a counselor to the director of our day camp program. Throughout my tenure I have worked with children of all backgrounds and from the ages of four to sixteen. Our goal at camp is to open children's eyes to the wonders of the outdoors and their own potential, just as I would strive as a teacher to open my students' eyes and guide them through their formative years in elementary school. Now, as the director, I not only help with the children, but I am teaching our new employees each year how to become better "teachers" and inspire children to want to learn. Each year we hire and rehire more then seventy staff members. It is my goal that they are all fully prepared and engaged with not only the activities but also child development, behaviors, and psychology. I am also responsible for writing intensive curriculum to base our teaching and virtues we value at camp. I also attend children's programming conferences, attend board meetings, plan daily activities and gatherings, and am working to build a wonderful rapport with the parents through meetings, conversations, and our website.

Overall, I hope that you take the chance to review my resume and consider me as a potential candidate to join your staff. I have the passion, dedication, and persistence to make a difference in children's lives. "The mediocre teacher tells. The good teacher explains. The superior teacher demonstrates. The great teacher inspires." – William Arthur Ward.

Thank you again for you consideration and I look forward to meeting you in the near future.

Sincerely,

Jessica Leone

1300 Valley Creek Road  
Downingtown, PA 19335  
610-613-5075  
Jrose1087@aol.com

Run a summer school camp for grades first and second. Create/implement Math and ELA curriculum. Teach/review for all standards using technology, handmade materials, worksheets, and games.

**Episcopal Academy After Cares Program**

**Nov. '13 – June '14**

Help run activities while watching students from Pre-K to fifth grade. Help students with homework issues. Make sure students get to buses and cars safely. Maintain rapport with parents to make them feel their children are in safe hands.

**Soccer Coach**

**Episcopal Academy – JV**

**Fall 2013 – present**

Helping to teach children the game of soccer while also working with them in the community and their school.

**NXT Soccer Club – U-13 Girls**

**Fall 2014 – Spring 2015**

Leading young women to become great soccer players and push themselves to see their self-worth in all that they do.

**Episcopal Academy Soccer Summer Camp Director**

**Summers '14 and '15**

Helping underprivileged children have a chance to learn sports and other activities outside the city limits and in a rural suburb.

**Merion Mercy Academy – JV**

**Fall 2011 – Spring 2013**

Helping to teach children the game of soccer while also working with them in the community and their school.

**Chester County Intermediate Unit**

**Fall 2010 – Feb. '13**

Substitute Teacher

**Paradise Farms Day Camp**

**Summers 05 - present**

Progressively responsible positions

**Day Camp Director**

**Sept '15 - present**

Plan capital projects and budgets. Hire new employees. Plan and write curriculum for activities and values, plan daily activities, team building, interface with parents daily, intercede with adolescent behavior problems, coordinate off season and summer family gatherings, train new hires, handle registration, materials, and fees. Work closely with president and board members to implement new ideas.

**Day Camp Coordinator**

**Summers 08 - present**

Planned daily activities, team building and activities for multiple age groups, interfaced with parents, interceded with adolescent behavior problems, coordinated family gatherings, trained new hires, handled registration materials and fees.

**Day Camp Counselor**

**Summers 05 – 07**

Responsible for care and well being of children while in the camp's care, daily planning, scheduling of activities and interaction with parents.

**Corporate Interiors**

**Dec. '10 – present**

**Payroll Assistant**

Accounting and Reception Temp. Audit and input invoices and work orders to create client billings. Upload checks and other documents for bank compliance. Work with IT and Project Manager to create and execute new brochures and videos. Answer phones and greet customers.

**Cabrini College Student Teaching****Spring 2010****Blue Bell Elementary School – 3<sup>rd</sup> grade**

Creating and implementing lesson plans, classroom management, formative and summative assessments while keeping in mind the current curriculum, standards, anchors, and technology in the classroom.

**Cabrini College Field Experience****2007 – 2010**

Have participated in classroom observations and hands on activities ten days per semester in different placements: Blue Bell Elementary School – 3<sup>rd</sup> grade; Cabrini Children's School – Kindergarten; Caley Elementary School – 2<sup>nd</sup> grade; Culbertson Elementary School – 5<sup>th</sup> grade; Scenic Hills Elementary School – 3<sup>rd</sup> grade

**Babysitter/Nanny****January 07 – present**

Watch over three families children on an as needed basis.

**United Sports Training Center****January 03 – Jan 05**

Day Camp Counselor/Birthday Party Coordinator

**Extra curricular and Volunteer Activities****Brandywine Hospital Volunteer****January 09 – June 09**

Volunteer in the ER of the hospital. Helped patients get to places they needed to be or looking after them. Duties include: pushing patients to x-rays, cat scans, etc..., getting patients drinks, staying by elderly patients sides, organizing paperwork.

**Cabrini Soccer****2006 – 2008**

Named to All Academic Pac Team. Traveled to Brazil to play and preformed community service.

**High School Varsity Soccer Team****2002 – 2005**

Named Team Captain (Junior and Senior years), achieved All Chesmont Team as Freshman and senior years as well as Best Offensive Player honors.

**Therapeutic Horse Back Riding****2004 – 2010**

Volunteer position working with mentally handicapped children and adults. Duties include: Side-walking, leading and grooming horses.

**Soccer Coach for Children****2003 - present**

Taught children soccer

**Additional Skills****Computer Skills – highly proficient with:**

- Smart board technology
  - ➡ Senteo
- Interactive Internet Sites
  - ➡ Wordle
  - ➡ Glogster
- Mac Book Knowledge

- ➡ I-Movie
- ➡ I-Photo
- ➡ Notebook lessons
- Microsoft Office: Word, Excel, Powerpoint
- Google
  - ➡ Docs
  - ➡ Slides
  - ➡ Sites
  - ➡ Calendar
  - ➡ Classroom