

LAUREN L. CAPUTO
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March 9, 2020

Christina Bason, Superintendent
Montoursville Area School District
50 North Arch Street
Montoursville, PA 17754

Dear Mrs. Bason,

It is with great excitement that I present my resume to you for the open position of Elementary Teacher in the Montoursville Area School District for the 2020-2021 school year. As a nearly life-long resident of Montoursville, I know firsthand that the district is fantastic.

I recently graduated from Western Governors University with a Bachelor of Arts Degree in Special Education, and I hold a dual certification in Grades PK-4 and Special Education Grades PK-8. I completed both of my student teaching placements within the Montoursville Area School District, and I am confident that the skills and knowledge I received during those experiences would make me an excellent addition to your teaching team.

During my third-grade student teaching placement, I successfully created a two-week Social Studies unit on the History of Montoursville. I designed a PowerPoint slide show, booklet, preassessment, timeline worksheet, Jeopardy review game, and summative assessment. The unit culminated in a walking tour field trip in Montoursville with the entire third grade. The students were actively engaged during throughout the unit, and they loved learning more about their community.

I have a strong sense of compassion for my students, and this was evident in how I handled a new student who was having a hard time adjusting at the beginning of the school year. I worked closely with my cooperating teacher and the guidance counselor to come up with the best possible plan of action in order to accommodate this student. I have been told by the staff that my work with him had a lasting impact.

As a substitute teacher in both the Montoursville Area School District and Williamsport Area School District, I can go into any classroom and provide an excellent learning environment where order is maintained, and students thrive. My previous time as a stay-at-home parent gives me a unique advantage in my classroom management skills. I have a calm and nurturing demeanor, and I stay focused under pressure.

Please consider the enclosed resume and completed application form as an expression of my sincere interest in pursuing any elementary vacancies that may arise in your district. I am certain that as a teacher in your school system, I can create a positive learning environment that is student-centered. I welcome the opportunity to discuss with you in person my ideas and qualifications. If you have any questions or would like to set up an interview with me, I may be reached at (570) 337-2998 or lauren.caputo@ymail.com. My online portfolio can be viewed at www.lauren.caputo.com. Thank you for your consideration.

Sincerely,

Lauren Caputo

Enclosure