

Home address
Home city, MI _____

November 8, 2016

Director of Human Resources
_____ Public Schools
_____ Avenue
_____, MI _____

Dear Director:

I am interested in applying for the position of Elementary Literacy Coach. I would be a great fit for this opportunity because of my strong leadership skills, broad view of literacy education best practices, and my ability to design professional development for teachers.

I am interested in this position because helping adult learners come to new knowledge is a passion of mine. I have extensive experience designing adult learning opportunities around the ideas of best practices in literacy instruction. Since 2009, I have developed numerous learning opportunities for teachers looking to implement new literacy practices. Considering big conceptual ideas and breaking them into manageable pieces is something I truly love to do. Working with teachers to do this important work of growing their knowledge around literacy, designing with teachers systems for implementation and best practice, and facilitating conversations for growth are all areas in which I excel..

In closing, I am interested in the position of elementary literacy coach. To work with this district's outstanding elementary teachers, to help this passionate group of teachers grow into a cohesive unit around literacy, would be an experience I would welcome. Thank you for considering me for this position. I look forward to a chance to discuss this opportunity with you.

Sincerely,

Alana Kooi