

Sample Student

1234 ABC Ave ♦ Bellingham, WA 98225 ♦ (555) 123-4567 ♦ student@wwu.edu

My name is Sample Student, and I am a student in the Woodring College of Education Elementary Education program at Western Washington University applying for my Elementary Internship. I am working towards a major in Language, Literacy, and Cultural Studies with an ELL endorsement. Some of my interests include volunteering in my community and coaching volleyball to young kids. I also enjoy many outdoor activities such as hiking, paddle boarding, and kayaking.

When I was in high school, I had the opportunity to be a teacher's assistant in a first-grade classroom. My desire to become a teacher came when I saw the look on the faces of students as they finally grasped a concept while I was assisting them. As I was able to work with more children, I was confident in my decision to become an elementary teacher. I chose to attend Western Washington University and join their education program because of its focus on preparing future educators to effectively teach diverse groups of students. It is a highly recommended university for those seeking a career in education. Since joining the program, I have gained many hours of experience in the classroom and have grown in professional teaching skills that are necessary for an effective learning environment.

I have many goals I hope to meet throughout my time as a student teacher. One is to build upon my lesson planning skills and use a variety of instructional strategies to create an engaging, well-paced session for the students to participate in. I would also like to ensure a positive learning environment and develop strong student relationships. A third goal is to grow in my confidence as I teach and manage the classroom. I hope to continue to progress in my communication skills with not only students but colleagues as well to develop good, collaborative relationships. The final goal I will mention is to self-reflect after each day and implement positive changes where needed to promote growth in my teaching. These will help me improve my skills as I work to become a well-equipped, dedicated educator.

I am looking forward to taking this next step on my way to becoming an elementary teacher. Thank you for taking the time to consider me.

Sincerely,
Sample Student

Sample Student

1234 School St., Sammamish, WA 98074 -- 425-123-4567 –student@wwu.edu

Dear Potential Cooperating Teacher,

I am applying to be placed in a resource room within your school during my special education internship. I also am applying to be placed in an elementary classroom during my elementary education internship. I am choosing to become a teacher because I enjoy helping students achieve their goals whether those goals are academic or life skills. I am confident that my education and the skills that I have gained while attending Western Washington University's Woodring College of Education, have prepared me to be an excellent teacher.

I have taught both in-person and remote in one-to-one, small group and whole class environments as part of the Special Education P-12 and Elementary Education Dual Endorsement Program. Within my in-person teaching experiences, some of my strengths include classroom management, pacing, and specific behavior praise. Throughout my remote practicum experience, I adapted lessons and teaching techniques to meet the student's needs and gained more experience with scheduling and professional collaboration with families. I believe that these skills will make me a positive addition to your school community.

Operating on the assumption that I am accepted into a student teaching internship at your school, I look forward to learning more about additional teaching strategies, curriculum, and technology that I do not yet have experience with, collaborative scheduling, and developing Individualized Education Programs (IEP's). I also look forward to expanding on the skills and teaching abilities that I have already learned at Western. My passion for people, teaching, and leading are all driven by my love of service. My ability to impact others is exhibited by relating to many personalities and connecting with them to improve their lives. These qualities, combined with my teaching capabilities will make me successful as a student teacher at your school.

I am grateful for the opportunity to apply for an internship at your school and look forward to bringing my skills, experience, and passion for teaching to your school community. Thank you for your consideration, I really look forward to hearing from you. Contact me through email at student@wwu.edu or by phone at 555-123-4567.

Sincerely,

Sample Student

Sample Student

student@wwu.edu (555) 123-4567

My name is Sample Student, and I am a student at Western Washington University seeking an internship placement in a secondary science classroom. I am currently in a Post-Baccalaureate in Secondary Education program, having graduated last spring with a Bachelor of Science in Chemistry and a Minor in Physics. My goal is to teach high school math, chemistry, or physics. I have a passion for helping students understand challenging scientific topics, and my educational background and research work demonstrates this.

As a part of my teaching certification program, I have participated in a practicum experience under a mentor teacher since January. My practicum placement is in a high school chemistry and physical science classroom. For about four hours each week, I work under a mentor teacher to tutor students and observe lessons. Even though this has been in a virtual environment, my practicum has helped me acquire experience working with students and given me a vision of my future career.

Another key experience has been my research work. I was a research assistant in a science education research group for approximately two years. We studied the cognitive resources students bring to bear when solving physics problems involving energy. In addition to participating in data analysis, I contributed heavily to a manuscript which will soon be published. I have also presented my research formally at conferences. Participating in education research fostered my interest in student reasoning in science, and I hope to incorporate this experience into my future practice.

Considering the virtual or hybrid environment I might be entering into Fall 2021, I am very familiar with teaching in a virtual format. In my methods course this quarter, I co-taught a six-week unit on self-efficacy and goal setting to a small group of 9th and 10th graders. This was done completely over Zoom. I had the opportunity to practice lesson planning and classroom management skills in a challenging, virtual environment. I also got to incorporate technology tools like Google Classroom, Padlet, Kahoot, Jamboard, and the Microsoft and Google suites.

My student teaching experience represents the next step in my journey towards becoming an educator. I look forward to learning from you and getting to know your students!

Sincerely,

Sample Student

SAMPLE STUDENT

1234 Somewhere Road ♦ 555-123-4567

STUDENT@wwu.edu

1/1/2020

I am excited to apply for an opportunity to intern in your school district. I am currently pursuing my Bachelor of Education with K-8 Elementary Certification. My passion for becoming an educator began with my first opportunity to mentor a younger child through Big Brothers Big Sisters. The joy I felt in helping a child develop confidence, assurance, and strong relationships was the start of my path to becoming a teacher.

I have had many opportunities to work with children both inside and outside of the school system. I assisted teachers in primary classrooms, coordinated summer camp activities for elementary aged students, and volunteered through Compass to Campus. During each experience, I prepared lesson plans and learning outcomes and measured my students' progress. I am proficient at communicating rules and instructions clearly and establishing firm boundaries. I also seek to simplify processes so that my focus remains primarily on teaching children instead of non-essential tasks.

The goals that I have set for myself during my student teaching experience include expanding my instructional and assessment strategies. I would also like to hone my skills with classroom management with in-person teaching opportunities.

Once again, I am grateful for the opportunity to apply for this student teacher position. I am confident that my passion for education and evolving teaching style will fit well within your school district. Thank you for taking the time to review my application materials.

Sincerely,

Sample Student

