

# Stacy Smith

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June 13, 2007

Sally Johnson  
Center Director  
Sylvan Learning Center  
1732 Eagan Road  
Madison, WI 53704

Dear Ms. Johnson:

I am writing in reference to a tutoring position for the 2007 summer. Sylvan Learning Centers have an excellent reputation for helping students hone their academic skills. I am very impressed with your Sylvan Advantage system of assessing students to discover where their needs lie, individualizing instruction for each student, and providing regular progress reports for parents and classroom teachers. These three components are critical for students to receive the maximum benefit from their tutoring experience and I am very interested in being a part of your students' success.

As a student in the education program at St. Norbert College, in De Pere, Wisconsin, I have had extensive experience with a broad range of students in many different grade levels and subject areas. Through my experience, I have developed a philosophy of teaching that includes, among other things, the ideas that learning should be interactive and fun and that critical thinking should be heavily emphasized. As a teacher, I believe it is my job to create an engaging learning environment in which each student feels like a participating, valuable, and unique member of the class. In addition, I strive to help my students learn how to think rather than what to think and to help them become productive and successful both inside and outside of school.

I have had many opportunities to implement my teaching philosophies in classrooms and one-on-one tutoring situations. During my current student teaching placement at Wrightstown Elementary School in Wrightstown, Wisconsin, I have developed numerous lessons and units in all subject areas that emphasize student-centered learning. Through hands-on activities, my students investigate ideas, expand on information they already possess, and apply new information to their lives so that it becomes important to them. When I lived in Lille, France for five months in the spring of 2006, I was an English tutor for three French children. Rather than create language exercises for the children, I chose instead to simply converse with them in English while at the same time engaging in activities such as playing games, baking, and even shopping. This way, the children were having fun and were, therefore, more open to learning new information about the English language and American culture and more confident to use and improve their language skills. Through all of my teaching and tutoring experiences, I have gained many valuable skills including planning and instruction techniques, classroom and behavior management methods, and assessment strategies. I would welcome the opportunity to apply my education and skills at the Sylvan Learning Center.

Thank you for considering my qualifications as a Sylvan teacher. I will follow-up with you the week of June 18. If you would like to contact me, please feel welcome to reach me via telephone at 920-902-4071 or e-mail at stacy.smith@snc.edu. I look forward to hearing from you.

Sincerely,

Stacy Smith

Enclosure: resume