

# Fiona Simms

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February 22, 2007

Michael Austin  
Superintendent  
West De Pere School District  
930 Oak Street  
De Pere, WI 54115

Dear Mr. Austin:

I am a St. Norbert College senior graduating in May with a Bachelor of Arts Degree in Elementary Education, a minor in Language Arts and certification in Grades 1-9. Through friends, family, current teachers, school board member Nancy Jones, and local newspapers, I have heard that West De Pere is building a new elementary school and will be hiring new teachers to fulfill the new positions. I believe that my education, skills, and teaching experience have prepared me well for a teaching position. I would like to apply for openings in Grades 1-9.

After studying at St. Norbert College, I feel that I am fully prepared to take on the position of teacher. I have gained an exceptional amount of experience in the classroom, outside the classroom, and in the schools. A unique opportunity I took advantage of was traveling to Ireland to student teach for seven weeks. Through this experience I gained an understanding of another culture and way of life. I learned to quickly adapt to a different educational system and style of teaching while in Ireland. This experience translates into the ability to quickly adapt to any situation or setting.

Having worked with various grade levels and completing units in different subject areas, I have an all around experience in the elementary and middle school. I have planned my own units, worked with students with disabilities, facilitated discussions, attended conferences, and even had the opportunity to view a speech given by Vice-President Dick Chaney. I have been commended by my cooperating teachers for my excellent classroom management skills and ability to establish rapport with my students.

In addition, I have been involved in various organizations and activities while attending college. I was part of the Emerging leader program, President of Independent council, participated in the mass and did a numerous amount of community service. I have many skills such as being able to work with Microsoft programs, media electronics, and can speak basic Spanish. I have also written my own children's book. Along with attending school, I also had several part-time jobs. My ability to multi-task and successfully manage multiple priorities is evident through my strong GPA in addition to extracurricular involvement and part-time jobs.

Thank you for considering my qualifications for a teaching position in your district. I will send a credential file within the next five days and will follow-up with you the week of March 1. If you would like to contact me, I am available by phone at 920-845-6523 or via email at [fiona.simms@snc.edu](mailto:fiona.simms@snc.edu).

Sincerely,

Fiona Simms

Enclosure: resume