

**XXXXXXXXXXXX**

xxxxx xxxx xxxx xx xx  
Albuquerque, NM xxxx  
xxxx-xxx-xxxx  
xxxxxxxx@gmail.com  
[Website]

**September 14, 2015**

**Department of Defense Education Activity**

To Whom it may concern:

To pursue a career in education I am contacting you regarding the open substitute teacher position with the Department of Defense Education Activity. My educational background is in Early Childhood Education and Educational Studies, along with my professional experience, makes me an excellent candidate for this position.

As a former childcare provider at the Child Development Center at Kirtland AFB, I have experience following lead teacher's instructions and lesson plans for the class as a whole and the individual student. During the two years at Kirtland AFB CDC, I experienced the use of scaffolding, using the students prior knowledge, and to build their knowledge further. I also experienced the importance of setting goals for students and working toward those goals so they may build their cognitive, critical thinking, and communication skills. Now having the experience of working within the military installations I have an understanding of employment expectations and look forward to returning. Further, more I am finishing my Bachelor of Arts Education Studies degree, which has built on my prior knowledge from working at Kirtland AFB CDC.

If you have questions, or if you want to schedule an interview, please contact me at **xxx-xxx-xxxx or**  
**xxxxxxxx@gmail.com**. I look forward to meeting you to further discuss employment opportunities with Albuquerque Public School.

Sincerely,

**Kimberly Poulin**

Enclosure