**Katie**

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Katie.353676@2freemail.com

March 19th, 2017

**To Whom It May Concern**

As a highly dedicated teacher, with a wealth of experience and abilities that align well with the skills and qualifications you are seeking, I enthusiastically make this application to express my interest in filling the teaching position that you advertised for a Trained Graduate Teacher.

With more than nineteen years’ experience, nine of those as an elementary school teacher, I am adept in classroom instruction, assessment for learning, designing curriculum to meet individual student needs and parent-teacher relations. The nature of my degree courses has fully prepared me to deliver an effective general education curriculum, which I have successfully done, in grades K, four & five at my current place of employment. Moreover, while my on-the-job experience has afforded me the opportunity to develop a well-rounded skill set, including empowering students to think critically for success and employing first-rate conflict resolution and problem solving skills, I also have a solid educational foundation and a deep passion for teaching. My repertoire of skills in curriculum, instruction and assessment, coupled with my ability to integrate engaging technological resources have had far-reaching effects on fostering optimal student learning and will continue to have a profound impact on student learning should I be considered for employment at your institution.

Further, my social and organizing skills and competences, which are assets to contemporary educational practices, are well- demonstrated in both academic and non-academic capacities. I am a professional who is nurturing, very creative, innovative and extremely patient when it comes to teaching for effective learning. I am prepared to dedicate my energies towards the execution of mandates outlined by your organization to achieve all its goals and objectives.

Please review my attached resume for additional details regarding my professional achievements and expertise. I hope you find my qualifications and skill set intriguing enough to warrant an interview to discuss how my experience and background meet your needs. I am confident that I can deliver a meaningful curriculum and provide the type of instructional and assessment practices that are necessary to meet each student’s unique need and to prepare them with 21st century skills to function effectively within and beyond the walls of the school.

I look forward for a favourable response.

Respectfully,

Katie Bowlin

Katie

Professional Experience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**St. George’s Schools-Primary Division Tortola, British Virgin Islands**

Class Teacher 10/ 2008- Present

* Manage class based on organization’s mandates: - outline classroom expectations, differentiate content, process and product to support inclusion, utilize technological and other teaching aids to enhance execution and reinforcement of lessons, keep records of student learning and implement behavior strategies to promote a safe and productive learning environment for all students.
* Conduct regular parent/teacher conferences to provide parents with feedback regarding their child’s academic and social performance and progress.
* Participate in staff development sessions/ action research to explore and implement best practices for effective learning and the total development of each student.

**New Amsterdam Secondary School New Amsterdam, Guyana**

 Assistant Mistress /Class Teacher 09/ 2005- 10/ 2008

* Assist with supervision and mentoring of junior members of staff within Agricultural Science/ Natural Science departments.
* Instruct students in the areas of Human and Social Biology & Biology in preparation for the Caribbean Council Examination.
* Prepare weekly lesson plans that include content and activities to be covered during the week and to keep careful records pertaining to the students’ performance.

**Trinity Street Nursery School New Amsterdam, Guyana**

Pupil Teacher 09/1997- 07/1998

* Assist class teacher to maintain order and discipline using behavior intervention plans when necessary.
* Assist with providing one-on-one interaction for students who showed any weakness
* Help to design engaging activities that were appropriate for students’ developmental age to promote effective student learning.

Education\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Walden University Minneapolis, Minnesota, U.S.A**

Master of Science in Education-Curriculum, Instruction & Assessment (K-12) 10/2015-10/2016

**University of Guyana Turkeyen, Guyana**

Bachelor of Education (Secondary) 09/ 2003- 06/2007

**Cyril Potter College of Education Turkeyen, Guyana**

Trained Teacher’s Certificate (Secondary) 09/1998-06/2001

Volunteer Activities\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**National Elementary Honour Society Tortola, B.V.I**

Adviser 09/ 2014 –Todate

* Engage students in service-minded activities and inspire academic and social achievements among members and non-members at our school
* Conduct school-based activities to make students aware of a plethora of social issues and provide them with resources and skills to help them to realize their potential through advancement in academics, leadership and service to their peers and wider community.
* Accompany NEHS St. George’s Chapter adviser and student members to annual LEAD conferences held in the United States of America.

**Spelling Bee Tortola, B.V.I**

Coordinator 09/2013 – To date

* Prepare students for in house and territory wide Spelling Bee competition.
* Advise students on how to study words, using the different strategies to memorize spelling and also to apply spelling rules where possible
* Collaborate with members of staff to ensure a quality production

Awards and Achievements\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Spelling Bee Coordinator Award 2016**

Awarded for outstanding work in preparing students and hosting three annual Spelling Bee competitions at SGPS

**Recognition for commitment to student social and academic growth 2015**

Awarded for exemplary work in the school’s remediation program for students with mild LD