

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Substitute Teacher

Dear Hiring Manager,

I am excited to apply for the Entry Level Substitute Teacher position at Acme Corporation, as advertised on your career page. With a deep passion for education and a commitment to fostering a positive learning environment, I believe I would be a valuable addition to your team. My experience working with students in various capacities has equipped me with the skills needed to effectively engage and support learners in the classroom.

During my time as a volunteer tutor at the local community center, I successfully developed and implemented personalized lesson plans for students in grades 3-5, which resulted in improved academic performance and enhanced confidence among the children I worked with. Additionally, I served as a classroom aide for a summer learning program where I assisted in managing classroom activities, supervised students during group projects, and provided individualized support to students with diverse learning needs. This experience allowed me to cultivate strong communication skills and develop a keen understanding of different teaching methodologies.

I am particularly drawn to the opportunity at Acme Corporation due to your commitment to innovative teaching practices and student-centered approaches. I am eager to bring my enthusiasm for education and my adaptable teaching style to your classrooms. I would love the chance to further discuss how my background, skills, and dedication can contribute to creating a positive educational experience for your students. Thank you for considering my application.

Sincerely,

Jordan Taylor