

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Substitute Teacher

Dear Hiring Manager,

I am thrilled to apply for the Freelance To Full Time Substitute Teacher position at Acme Corporation, which I discovered through your company's careers page. With a passion for education and a commitment to fostering a positive learning environment, I am excited about the opportunity to contribute to your team and support students in reaching their full potential.

Over the past three years, I have honed my teaching skills as a freelance substitute teacher, successfully filling in for various subjects and grade levels in multiple school districts. One of my key achievements was implementing engaging lesson plans that led to a 15% increase in student participation during my assignments. I tailored my approach to meet the diverse needs of students, utilizing differentiated instruction techniques that were well-received by both students and faculty. Additionally, I developed strong relationships with students and staff, which enhanced the continuity of learning and classroom management.

In addition to my hands-on experience, I have completed a series of professional development workshops focused on classroom management and curriculum design. These experiences have equipped me with the strategies to create a structured yet flexible learning environment, allowing for effective transitions and a smooth educational experience in the absence of the regular teacher. I am eager to bring this expertise to a full-time role at Acme Corporation, where I can continue to make a positive impact.

I would love the opportunity to discuss how my background, skills, and enthusiasm for teaching align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to the exceptional educational experiences at Acme Corporation.

Sincerely,

Jordan Taylor