

Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Internship Substitute Teacher

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Substitute Teacher position at Acme Corporation, which I found on your company's careers page. With a strong passion for education and a commitment to fostering a positive learning environment, I believe I am well-suited for this role and eager to contribute to your team.

During my time as a volunteer tutor at the local community center, I successfully developed and implemented individualized learning plans for students ranging from elementary to middle school levels. This experience not only honed my ability to adapt to different learning styles, but also resulted in a 20% improvement in student academic performance across subjects. Additionally, while completing my education degree, I participated in a student teaching program where I collaborated with seasoned educators to design engaging lesson plans that encouraged student participation and critical thinking. This hands-on experience reinforced my classroom management skills and provided me with practical strategies to handle diverse classroom dynamics.

I am particularly drawn to the opportunity to work as a substitute teacher at Acme Corporation, as I admire your commitment to innovative educational practices and student-centered learning. I am excited about the prospect of bringing my skills in lesson delivery and student engagement to your institution. I would love the chance to discuss how I can contribute to the ongoing success of your students and support your teaching staff. Thank you for considering my application; I look forward to the opportunity to speak with you further.

Sincerely,

Jordan A. Thompson