

Jessica L. Thompson

January 16, 2026

Acme Corporation

RE: Reading Specialist

Dear Hiring Manager,

I am excited to apply for the Reading Specialist position at Acme Corporation as advertised on your website. With over five years of experience in literacy instruction and a passion for fostering a love of reading among students, I am eager to contribute my expertise to your team and support the reading development of your students.

In my previous role at Lincoln Elementary School, I successfully designed and implemented a targeted reading intervention program that resulted in a 25% increase in reading proficiency scores among third graders within one academic year. By utilizing data-driven assessments to tailor instruction and providing individualized support, I was able to meet the diverse needs of my students and create a more inclusive learning environment. Additionally, I collaborated with classroom teachers to integrate engaging literacy activities across the curriculum, which not only improved student engagement but also enhanced overall academic performance.

I am particularly proud of my initiative to organize a community reading event that brought together families, educators, and local authors, promoting literacy and strengthening community ties. This event not only provided students with access to diverse reading materials but also fostered a supportive atmosphere where reading was celebrated. I believe these experiences have equipped me with the skills necessary to thrive in the Reading Specialist role at Acme Corporation.

I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of your program. Thank you for considering my application. I hope to speak with you soon about how I can contribute to the literacy success of your students.

Sincerely,

Jessica L. Thompson