

# Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Relocation Substitute Teacher

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation Substitute Teacher position at Acme Corporation, which I discovered on your careers page. With a passion for fostering an engaging learning environment and a commitment to supporting students during transitions, I am excited about the opportunity to contribute to your team and help maintain educational continuity in various settings.

In my previous role as a substitute teacher in the Brookfield School District, I successfully managed classrooms across multiple grade levels, ensuring that each student engaged with the curriculum effectively. I implemented tailored lesson plans based on pre-established outlines, which resulted in a 20% increase in student participation and a noticeable improvement in their academic performance during my assignments. Additionally, my ability to quickly adapt to different classroom dynamics and establish rapport with students allowed me to create a positive learning atmosphere, even in challenging situations.

Furthermore, I have experience working with diverse student populations, which has equipped me with the skills to address various learning needs. For instance, while substituting for a special education teacher, I collaborated with support staff to create inclusive lesson modifications that catered to students with varying abilities. This not only enhanced the learning experience for all students but also exemplified my commitment to equity in education.

I am very interested in discussing how my skills and experiences align with the needs of Acme Corporation. Thank you for considering my application for the Relocation Substitute Teacher position. I look forward to the possibility of contributing to your team and supporting the educational journey of students during their transitions.

Sincerely,

Jordan A. Thompson