

Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Relocation Teaching Assistant

Dear Hiring Manager,

I am writing to express my enthusiastic interest in the Relocation Teaching Assistant position at Acme Corporation, which I discovered on your careers page. With my background in education and a passion for supporting students through transitions, I am excited about the opportunity to contribute to your team and assist students in adjusting to new environments.

In my previous role as a Teaching Assistant at Springfield High School, I successfully implemented a peer mentoring program that helped newly relocated students integrate into their classes. By facilitating workshops that focused on social skills and cultural adaptation, I was able to improve students' confidence and engagement, resulting in a 30% increase in participation from those students in extracurricular activities. Additionally, I collaborated with teachers to develop individualized learning plans for students facing language barriers, which enhanced their academic performance and fostered a more inclusive classroom atmosphere.

I am particularly drawn to this role at Acme Corporation due to your commitment to fostering a supportive learning environment for all students. I believe my background in creating tailored support strategies and my proactive approach to fostering positive relationships will align well with your mission. I am eager to bring my skills in communication and adaptability to help students successfully navigate their relocation experiences.

I would welcome the opportunity to discuss how my experience and vision align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your team.

Sincerely,

Jordan A. Thompson