

# Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Teaching Assistant

Dear Hiring Manager,

I am writing to express my enthusiasm for the Teaching Assistant position at Acme Corporation, as advertised on your website. With a strong passion for education and a commitment to supporting student development, I am excited about the opportunity to contribute to your team and foster a positive learning environment.

In my previous role as a Teaching Assistant at Maplewood High School, I successfully implemented a new reading program that improved literacy rates among struggling students by over 15% within a single academic year. My hands-on approach included organizing group reading sessions and providing personalized support to students, which not only enhanced their comprehension skills but also boosted their confidence in using language. Additionally, I collaborated with teachers to develop engaging lesson plans and resources, which led to a 20% increase in student participation during classroom activities.

Moreover, during my internship at Riverside Community College, I supported a diverse group of learners, including students with special needs. I adapted instructional materials and employed various teaching strategies to cater to different learning styles, ensuring that each student could achieve their individual academic goals. These experiences have equipped me with the ability to create an inclusive and thriving classroom atmosphere where all students feel valued and motivated to excel.

I am eager to bring my skills and experiences to the Teaching Assistant role at Acme Corporation and contribute to your mission of providing exceptional educational experiences. I would love the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application; I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan Lee Thompson