




# ELISSA O'DELL

xxxx@gmail.com   
712-XXX-XXXX   
Orange City, IA 51041 

---

July 6, 2021

Ms. Susan Smith  
Superintendent  
Pleasant Valley Community School District  
123 Main Street  
Pleasant Valley, IA 50000

Dear Ms. Smith:

I am excited to apply for a substitute teaching position at Pleasant Valley Community School District. I found this position through community connections I have made at Northwestern College. My experience working with children, my degree in psychology, and my tutoring and mentoring positions during the past four years make me a great candidate for this position.

Last summer I was a SummerCorps member at an organization called Maggie's Place. In this role, I planned, organized, and hosted numerous child engagement events with five to 10 children, ages one to 12. These particular children faced enormous obstacles as they were in the program because their mothers had at one time been both pregnant and homeless. This experience fostered a deep passion in me for working with children, as well as an awareness of the challenges many children face each day.

For the past three years, I have also been a peer tutor for Northwestern students for multiple psychology classes. I utilized my love of learning and teaching to work one-on-one with students and lead group sessions to assist them in writing papers, studying for tests, and completing daily assignments. Being at Northwestern College has also offered me the opportunity to be a peer career mentor in the Compass Center for Career & Calling. In this position, I worked one-on-one with students to guide them in writing professional documents, preparing for job interviews, and finding majors and careers that fit them well. The skills used and learned in these positions are directly transferable to a classroom setting as a substitute teacher.

Lastly, I believe my degree in psychology has prepared me to be an active listener and caring professional. I have taken classes such as Helping Skills, which has strengthened my ability to empathize with others and help them work through challenges and obstacles. Other classes, such as Child Developmental Psychology and Psychopathology, have prepared me to work with children in a number of developmental stages and with those who may be facing mental illness or disorders.

Pleasant Valley's commitment to develop both academic knowledge and a strong character in their students aligns with my educational values. Your classroom and school environment make your school an ideal workplace.

I would love to talk with you about how my qualifications and interests can meet your needs. Please feel free to contact me via 712-XXX-XXXX or xxxx@gmail.com. Thank you for considering me for this position.

Sincerely,

Elissa O'Dell