

Lilly C. Smith

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Ms. Josephine Johnson
President and Director of Recruiting and Placement
NYC Educators Placement
5129 Amestoy Avenue
White Plains, NY 10601

Dear Ms. Johnson:

I am happy to learn about NYC Educators Placement. After two years of teaching English in Japan, I am returning to New York in August and am looking for a permanent teaching position. Your focus on private, independent and charter schools appeals to my desire to find an organization that will benefit from my commitment to making learning interesting and meeting the specific needs of each of my students.

With a Master of Fine Arts in creative writing, my greatest strength as a teacher is my passion for language, and my ability to ignite that passion in my students, regardless of the subject. My teaching successes include:

- Realizing vast improvement in student math scores. Colleagues attributed success to creative lesson plans, which often included the use of manipulatives to help students grasp mathematical concepts.
- Teaching a student who was having severe emotional problems to work them out through her writing. She went from running out of the classroom on a daily basis to filling many notebooks cover-to-cover with her stories.
- Turning a very energetic and social boy into such an avid book-lover that he often skipped game time to read at his desk.
- Achieving average growth of at least one grade level on SAT-9 tests in just six months.

The most important aspect of teaching for me is not the subject, but the satisfaction of watching children learn from me and from each other. I am open to working in a variety of settings. My knowledge of and enthusiasm for literature would be of great benefit to a school library or high school English class. But I am equally at home helping K-12 students find a connection with math, science and history.

It would be a pleasure to learn more about NYC Educators, the schools you work with and how I might contribute to them. I hope you will be equally eager to talk after reading the attached résumé. I am available for phone interviews anytime and face-to-face meetings starting in August.

Thank you for your consideration.

Sincerely,

Lilly C. Smith

Enclosure

EDUCATOR

Creative teacher with a passion for encouraging children to become lifelong learners. Experience engaging students of all ages in multiple subjects.

"You exhibit an extremely supportive attitude that is rarely seen in any classroom. You bring an enthusiasm and energy to class every day..."
Arek, creative writing student

Classroom interactions grounded in fun and mutual respect. Masters-prepared writer with a talent for nurturing love of art and literature in students and making math and science accessible through creative lesson plans.

Proven ability to collaborate in development and/or enhancement of innovative, age-appropriate curriculum addressing emotional, physical, social and intellectual needs of each student.

Elementary

Rosa Parks Charter School, Bronx, NY

2001–2005

Third Grade (2001–2002)

Taught English and facilitated after-school program. Worked collaboratively to develop dynamic curriculum at this new school.

- Gave students individual attention and established order in group known as "the wild class" by creating self-directed learning centers.
- Fostered enthusiasm in students with creative projects such as a film about the life of Harriet Tubman written, performed and produced by students.
- Realized average improvement of at least one grade level on SAT-9 tests in just six months.
- 100% of students met or exceeded 25-book challenge.

Fourth Grade (2002–2005)

Taught all subjects in 2002 school year. Specialized in math, science and social studies in subsequent years. Co-created annual step-up ceremony with students using motivational chants and poetry.

- Achieved approximately 80% attendance at after-school test preparation classes.
- Assigned exclusively to math, science and social studies classes following exceptionally high math scores from 2002 students.
- Appointed curriculum coordinator for math and science.
- Experienced success with students who had failed academically and/or behaviorally at other schools.

Elementary
continued

P.S. 19 Asher Levy, New York, NY

1999–2001

Third Grade

Assisted classroom teacher with all subjects, supporting her in providing one-on-one attention and bringing remedial students up to grade level and giving gifted students opportunities for growth.

- Gained trust of teacher and was allowed to design lesson plan in second year.
- Developed innovative projects such as a book of stories written by students.
- Helped students make a movie based on one of their stories.

Chinese American School, Queens, NY

Summer 2001

Third Grade

Taught primarily math and English to summer school class using established curriculum.

International

Tokyo Board of Education, Japan

2005–present

Elementary School

Engaged students in study of basic English through interactive practice and exciting word games.

Junior High School

Taught intermediate English through grammar exercises and conversational games.

University

New York University, New York, NY

Spring 2001

Creative Writing Professor

Taught undergraduate course in creative writing with focus on fiction.

Washington State University, Bellevue, WA

1996–1999

Writing Tutor

Served as tutor in writing resource room. Supported students individually and in small groups.

Education

New York University, New York, NY

Master of Fine Arts, Creative Writing, 2001

Washington State University, Bellevue, WA

Bachelor of Arts, Black History and Creative Writing, 1999