

# Carrie Lee

## PROFESSIONAL TEACHER

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To Whom It May Concern:

I am writing to express interest in the available position for the High School English and Social Studies teacher. I am currently working to finish my final quarter before receiving my Master of Arts in Teaching degree with honors, at Central Washington University through the remote alternative route to teaching program. My undergraduate degree is in Law, with a paralegal certificate and experience. I have a current state license and I have just completed the yearlong supervised teaching placement to gain experience in the classroom.

I have always wanted to be a high school teacher, and have served on booster boards, PTA, volunteered with youth programs, and taught Sunday school before getting my paralegal certificate. After legal training I served as a volunteer Guardian Ad Litem for Snohomish county CASA. As I took the alternative route to teaching my work experience is unconventional. My legal and business backgrounds provide me with an ability to understand and work with requirements and regulations set by various authorities, in creative ways. As a mother and active volunteer in our community, I understand the variety and depth of issues we face today, and how to engage in proactive solutions in collaborative manner. My personal history and experiences with the Edmonds school district have informed my understanding of the variety of complex issues that impact education. My dedication to children motivates my goal of recognizing each student as an individual in effort to teach them in whatever ways they learn best. These are just some of the life experiences that make me a uniquely qualified educator, and an asset to this school.

I am quick on my feet, dedicated, and organized. I can plan lessons in detail, breaking down the concepts and mapping out the building blocks to reach learning targets while blending the social emotional learning benchmarks into the learning activities. I also have proven to be a team player, which is critical in a school environment. I have stepped up to sub or cover with little notice, and successfully implementing substitute plans or created a learning activity on the fly when sub plans were missing. My decades of experience with kids and teens has left an arsenal of tricks and insights that have been invaluable in the classroom. My year as a student teacher has given me opportunities to teach remotely, hybrid, and in-person and develop classroom management techniques, procedures with technology that limited the impact of students' quarantines on their grades and has given me an unparalleled crash-course in what it is to be a teacher.

My resume is enclosed, including the web address to access my digital teaching portfolio (with InTASC standards), references, and certificates. I will reach out next week to discuss this opportunity; in the meantime, please feel free to reach out via telephone or email. I look forward to speaking with you soon.

Thank you for your consideration.

Respectfully,  
Carrie Lee

**Resume:** <https://www.CarrieDLee.com/resume>

**InTASC Portfolio:** <https://www.CarrieDLee.com/INTASC>