

[Hiring Manager's Name]  
[47 Company Address]  
[City, State XXXXX]  
[(XXX) XXX-XXXX]  
[hiring.manager@gmail.com]

Dear [Mr./Mx./Ms.] [Manager's Name],

My name is [Your Name]. I am very excited to apply for the open teacher assistant position at your school. From your job posting, I can tell you are looking for a candidate who is deeply devoted to education and is motivated to work closely with your teachers, doing whatever is necessary to make every class the best it can possibly be. I believe this makes me ideally suited for the job. I have a proven track record and more than seven years of classroom experience, and I am confident that I will be able to meet and exceed your expectations.

In my previous roles I performed the following duties:

- Supervised large groups of elementary students (30–40) on a daily basis, fully conducting class on days when the teacher was absent.
- Mentored and motivated difficult students, working one-on-one with several who had severe behavioral problems, raising their scores on average by one full letter grade.
- Participated in the creation of hundreds of pages of unique and engaging educational materials, including daily lesson plans, weekly quizzes and tests, classroom games, and roleplays.

I am comfortable working independently and as part of a team. I strongly prioritize critical thinking and creativity, skills that I encourage with my assignments and lesson plans, and take pride in tailoring everything that I create to the unique needs of each classroom. I am certified by the state of Minnesota both as a Child Care Assistant and in CPR. Additionally, I have also been playing the piano and guitar for most of my life, and enjoy sharing my love of music with my students.

I have attached my resume for your consideration. I hope that, after reviewing it, you will agree that as a teacher assistant I would be a valuable addition to your team. I will do whatever it takes to help your teachers create an environment where every class is special and all your students can excel.

Thank you very much for your consideration.

Sincerely,

[Your Name]