



Mona P. Buttons

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October 30, 2018

Sarah Jones, Superintendent
ABC School District
1000 33rd Street South
Tacoma, WA 98888

Dear Ms. Jones:

It is with great enthusiasm that I submit my resume in consideration for a position as an **ESL Teacher** with the ABC School District. I have a Bachelor of Science Degree in Elementary Education (graduated cum laude) and have earned certifications in Elementary Self-Contained (Grades 1-8) and English as a Second Language (Grades 1-8) for the state of Washington. As a highly compassionate and approachable teaching professional, with **over 15 years of hands-on teaching experience**, I am confident in my ability to become a valuable member of your teaching staff.

The enclosed resume will highlight my career achievements and showcase my dedication to ESL education. Being a versatile educator, I have had the opportunity to instruct a wide variety of students from various backgrounds and all facets of society. As a result, I am a compassionate teacher, who remains sensitive to children's unique needs, differentiates instruction, provides individual and whole group support, integrates multicultural teaching units, and offers positive encouragement and reinforcement to keep students focused and motivated.

One of the most effective ways that I assist ESL students is by developing and presenting comprehensible and stimulating lesson plans that facilitate all learning styles. I research, locate, and incorporate a variety of resources to accommodate students via visual, audio, tactile, and kinesthetic methods. In addition, I integrate literature, Writers' Workshop, phonics activities, and technology to ensure that each child is able to comprehend and retain the concepts and language. My goal is to foster and maintain an open, honest, communicative, and supportive classroom, in which each student feels safe, secure, special, and appropriately challenged.

I would enjoy the opportunity to meet with you personally to discuss how my diverse skills and experience will enable me to make a valuable contribution to your school district. You may contact me at the above phone number or email address at your earliest convenience. Thank you for your time and consideration.

Sincerely,

Mona P. Buttons

Enclosure

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Table of Contents English Second Language Pand Memo

1. Understanding the eBook English Second Language Pand Memo
 - The Rise of Digital Reading English Second Language Pand Memo
 - Advantages of eBooks Over Traditional Books
2. Identifying English Second Language Pand Memo
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an English Second Language Pand Memo
 - User-Friendly Interface
4. Exploring eBook Recommendations from English Second Language Pand Memo
 - Personalized Recommendations
 - English Second Language Pand Memo User Reviews and Ratings
 - English Second Language Pand Memo and Bestseller Lists
5. Accessing English Second Language Pand Memo Free and Paid eBooks
 - English Second Language Pand Memo Public Domain eBooks

- English Second Language Pand Memo eBook Subscription Services
- English Second Language Pand Memo Budget-Friendly Options
- 6. Navigating English Second Language Pand Memo eBook Formats
 - ePub, PDF, MOBI, and More
 - English Second Language Pand Memo Compatibility with Devices
 - English Second Language Pand Memo Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of English Second Language Pand Memo
 - Highlighting and Note-Taking English Second Language Pand Memo
 - Interactive Elements English Second Language Pand Memo
- 8. Staying Engaged with English Second Language Pand Memo
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers English Second Language Pand Memo
- 9. Balancing eBooks and Physical Books English Second Language Pand Memo
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection English Second Language Pand Memo
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine English Second Language Pand Memo
 - Setting Reading Goals English Second Language Pand Memo
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of English Second Language Pand Memo
 - Fact-Checking eBook Content of English Second Language Pand Memo
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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