

Cover Letter

This cover letter was written in response to an advert for a Graduate Teaching Assistant, at Victoria Primary Academy, Leeds.

<https://leeds.csod.com/ux/ats/careersite/1/home/requisition/1289?c=leeds>

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Dear Mrs Chojnowski,

I am currently a student at York St John University, studying Drama: Education and Community BA (Hons), due to graduate in 2020. I am writing to you, to express my interest in the graduate teaching assistant role that you are currently offering. I am interested in the role, as I would like to gain more experience within a professional school environment, with the possibility of a teaching career. Although I have acquired many short-term placements in various educational settings, I see the opportunity as a way to gain more knowledge of a long-term contract within a school.

I am able to grasp new concepts and ideas quickly, as evidenced through my current part-time employment at TK Maxx. I was drawn to TJX Europe for their charity work, which we are encouraged to engage in, indicating my drive to help others. My wide range of training within the job indicates that I am willing to learn new skills and techniques, to enhance my experience. This ties together with my university course, which has educated me on how to communicate to the best of my ability and has greatly improved my confidence when socialising with others. It has given me essential team-working skills, with the knowledge on how to maturely solve problems, but has also allowed me to work independently and take charge when necessary. My various placements have provided experience with a range of people, in different settings. Working with children, adults and those with learning disabilities indicates my flexibility, in terms of adapting to the situation, as well as being resilient and patient in my roles.

I believe that I am a suitable candidate, due to my friendly and empathetic nature. I take great satisfaction out of being able to help others and have an interest in working with children with special educational needs in the future. My earliest qualifications from GCSE and A-level indicate that teaching has always been a career path for me. Throughout university I have been able to develop skills such as patience and organisation, which are vital when working with young people, as well as organising 4 short term placements to gain valuable work experience.

Thank you for your time and consideration, I look forward to hearing back from you.

Yours Sincerely,
Emily Hancock