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**Tiffany Miles**  
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December 29, 2007

Patricia Ransford  
Principal  
Arcadia Elementary School  
20519 Arcadia Way  
Olympia Fields, IL 60145

Dear Mrs. Ransford:

I am a graduate student with more than three years of experience, and I am a perfect match for the 3<sup>rd</sup> grade teacher position. As a future educator, I feel that teaching is a way to serve humankind and leading the student from not knowing to enlightenment is one of the greatest services one person can give to another. Arcadia Elementary School stands as one of those rare institutions that value the importance of education.

There were many experiences such as teaching 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> grade and music. I produced, conducted and hosted a Christmas Program for all grade levels for staff, the superintendent, board members, parents and the community to enjoy. I organized a field trip for the all 3<sup>rd</sup> grade students to the opera. In addition, I was part of the third grade teaching team that was responsible for being ranked "the top" scoring elementary school in the south suburban region on the Illinois State Assessment Test (ISAT).

Mrs. Ransford, I am dedicated to the art of teaching. I value an institution that is involved and dedicated to ensure that all students show growth in character, academics, life skills and wellness. I would welcome the opportunity to further discuss my skills and this position. If you have questions or would like to schedule an interview, please contact me by phone at **(718) 414-9628** or by e-mail at tiffanyc3218@hotmail.com. I have enclosed my resume for your review. I look forward to hearing from you.

Sincerely,

Tiffany Miles