

COVER LETTER WRITING

Sample Cover Letter: French Studies

Maninder Grewal

18 Sunny Lane Circle, Vaughan, ON L6A 4B1
(905) 393-3399
mgrewal@email.com

February 22, 2017

Theresa Melnichuk, Community and International Education Service
York Region District School Board
The Education Centre - Aurora
60 Wellington Street West, Box 40
Aurora, ON L4G 3H2

Re: Position of 2017 Elementary Summer School Tutor

Dear Ms. Melnichuk,

I am a 4th-year French Studies student at York University with two years of experience providing one-on-one and group support to elementary and high school students in York Region. As I am passionate about serving the learning needs of children and youth, and plan on pursuing my Ontario College of Teachers certification, I look forward to the opportunity to continue to support students in the role of 2017 Elementary Summer School Tutor with the York Region District School Board.

Whether working as a Private Tutor to children and youth in Grades 3 through 10 and helping them to develop strong reading, writing, math and French language skills or volunteering as a Classroom Assistant at a local elementary school in Vaughan, I have frequently been recognized for my ability to engage students and increase their interest in learning. I have also demonstrated the following:

- The ability to tailor the learning support I provide to the various learning styles and needs of the diverse student population in York Region
- Exceptional communication and interpersonal skills for building rapport with students and explaining difficult lesson material in clear, accessible language
- Creativity and resourcefulness in incorporating new pedagogical techniques and new technology to enhance student learning

I strongly believe that in order to be an effective educator, I myself have to be an enthusiastic learner. In the spirit of challenging myself and seeking out new learning opportunities, two summers ago, I participated in Explore, a five-week intensive French-immersion program at the Université de Montréal, and followed that experience last year with a 1-year exchange at the Université de Savoie in France. These experiences not only enhanced my verbal and written French communication skills, but reinforced my thirst for continuous learning. I am eager to serve as a positive role model and be part of the learning support system for students in York Region as a 2017 Elementary Summer School Tutor.

Sincere regards,

Maninder Grewal