Takeshia Ellis

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Kaplan Test Prep and Admissions

RE: Part-Time Instructor position

Dear Kaplan Test Prep and Admissions,

This letter is to express interest in the part-time Instructor position. I learned about your need for an Instructor from the careerbuilder.com website. I am very interested in the position and believe that my educational accomplishments and employment background fits the qualifications.

My work background and coursework have supplied many opportunities that relate to the job description. For example: For several years, I have serviced the educational needs of children from the inner city, as well as suburban areas. Working in these diverse environments provided the essential skills to identify resolutions with helping children to grow and develop in the cognitive, physical, intellectual, and social and emotional areas of development. This job would be a great opportunity to utilize my educational knowledge and Administrative skills in a setting that focuses on improving the lives of children/ young adults.

I possess a State of Michigan Provisional Certification in Elementary Education with a ZA endorsement in Early Childhood Education. I also possess a Bachelor of General Studies degree in the Children and Families Program. This degree is designed for those that have interest in child-care, child-care administration and other work related with children and families. Furthermore, I am currently pursing a Master of Arts degree in Educational Leadership with the expectations of graduating in December, 2009.

The key strengths that I possess for success in this position include:

* Excellent leadership and communication skills
* Team player
* Facilitator in the growth and development of children
* Detail oriented
* Strive for continued excellence and eager to learn new things

Enclosed is a copy of a detailed resume and other required materials. Thank you for your time and consideration.

Sincerely,

Takeshia Ellis

##### **Takeshia Ellis**

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#### Detroit, MI 48239

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### **OBJECTIVE**  **Part-Time Instructor**

###  To contribute to an educational institution that can use a professional with

###  outstanding communication, interpersonal, organizational, and motivational skills.

**EDUCATION** Wayne State University, Detroit, MI

 Master of Arts degree- 2006-present

 Major: Educational Leadership

 Cumulative GPA: 3.8

 Expectant Graduation date: December, 2009

 University of Michigan Dearborn, Dearborn, MI

 Certification: State of Michigan Elementary Provisional- 2004

 Endorsement: Early Childhood Education (ZA)

 Minors: Language Arts and Science

 Cumulative GPA: 2.92/ Early Childhood Education GPA: 3.2

 University of Michigan Dearborn, Dearborn, MI

 Bachelor of General Studies degree- 2002

 Major: Children and Families Program

 GPA: 3.0

**EXPERIENCE** Pre-K Teacher. City of Highland Park School District, Highland Park, MI (2009).

 -Taught children by following Highscope and Everyday Math Curriculums.

 -Observed children daily by utilizing the COR observation method.

 -Directed and Supervised Teacher Aide.

 -Communicated daily with parents.

 -Conducted Home Visits.

 -Created bulletin boards.

 -Incorporated technology in the classroom.

 -Completed report cards for each student.

 -Responsible for providing children with breakfast, lunch and snack.

 \*Provided afterschool tutoring to third, forth and fifth graders.

 Substitute Teacher (grades K-12). Westwood Community School District,

 Dearborn Heights, MI (2005).

 - Followed instructions/directions of lead teacher by providing students with

 assignments left by their original classroom teacher.

 - Implemented creative abilities and classroom management skills throughout

 the course of the day.

- Followed school rules and regulations.

- Presented frequent availability.

- Completed each work day with leaving a general report for the lead teacher.

 Student Teacher (4th grade). Westwood Community School district: Daly

 Elementary, Inkster MI (Aug. 2004- Dec. 2004).

 - Taught all subject areas, as well as gained valuable teaching experience while assisting the Lead

 Teacher.

 - Utilized planning and organizational skills by creating interesting and thorough lesson plans (with

 use of curriculum): as well as providing students with test-taking strategies.

 - Gained greater insight on how to utilize the curriculum in daily activities.

 - Acknowledged the importance of team work and relationship building.

 - Acquired significant knowledge on how a "school year" should begin.

 - Applied active learning techniques (e.g. students interest, centers, manipulatives, differentiated

instruction, etc) while encouraging students to actively participate and open themselves to

learning.

 - Implemented positive classroom management strategies to encourage respect for others and

 proper behavior.

- Maintained ongoing communication with parents and assisted Parent Teacher Conferences.

- Displayed creativity and initiative in the development of informative bulletin boards.

 Preschool Teacher. Crestwood School District (Highview Elementary), Dearborn Heights, MI

 (2003-2004).

- Instructed a diverse student population in preparing them for future

educational endeavors.

 - Developed age appropriate lesson plans that enhanced the social, emotional, physical and

 cognitive development of children.

- Respectfully supervised and directed Teacher Assistants in everyday

 activities/routines.

- Provided students with safe, meaningful and enjoyable educational experience.

- Created bulletin boards that displayed children’s work.

 Preschool Teacher. Star the Bear Preschool, Detroit MI (2000-2001).

- Team Teacher (Feb. 2000- June 2000)

- Promoted to Lead Teacher (Sept. 2000- June 2001)

- Taught basic Spanish (counting, colors, etc).

- Many of the same responsibilities as Preschool Teacher experience as above.

**NON-** Student Assistant. University of Michigan Dearborn, Dearborn Heights, MI

**RELATED** (2001-2003). Part-time position in assisting various departments on campus

**EXPERIENCE** (e.g. Engineer, Education, CASL, etc). Performed responsibilities such as:

 assisting students and staff, answering phones, reviewing documents, typing, filing, running

 errands, operating general office equipment, etc.

 Administrative Assistant. Blue Care Network, Birmingham, MI (1998-1999).

 Full-time position in assisting Health Care Organization. Duties included:

 Customer Service, Data Entry, answering phones, typing, filing, etc.

**SKILLS**

Typing: 40 wpm

Computers: Microsoft Word, Power Point and basic Excel; e-mail and

 the Internet

**PERSONAL** Enjoy reading, acting, and dancing. Honored with two Certificates of Completion in

 "Children in Poverty" and "Classroom Management" Professional Development

 Series (December 2004). Have a reputation of being a multi-tasked individual, positively

 leading others, and positive attitude.

###### REFERENCES

Available by request.