The Complete Set

Four matching documents for your teaching application



Emily Carter

Elementary School Teacher | Grades K–5

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PROFESSIONAL SUMMARY

State-certified elementary teacher with 8 years of experience in Grades 1–3, known for data-driven literacy instruction, differentiated small-group teaching, and a warm, structured classroom built on PBIS and Responsive Classroom practices. Partners closely with families, specialists, and grade-level teams.

CERTIFICATIONS

- Professional Educator License, Elementary Education (K–6), State of ST — valid through 2029
- English Learner (ESL) Endorsement, State of ST • CPR & First Aid Certified

EDUCATION

Master of Education (M.Ed.), Curriculum & Instruction 2018
Eastbrook State University • Springfield, ST

Bachelor of Arts, Elementary Education 2016
Lakeshore College • Riverton, ST • Magna Cum Laude

TEACHING EXPERIENCE

Grade 3 Classroom Teacher Aug 2019 – Present
Willow Creek Elementary School • Brookfield Valley School District • Springfield, ST

- Lead a class of 26 students, including 5 English learners and 4 students with IEPs, using differentiated small-group instruction in reading and math.
- Raised the share of students reading at or above grade level from 58% to 81% (fall to spring benchmark) through daily guided reading and targeted phonics intervention.
- Implemented PBIS and Responsive Classroom routines, including daily Morning Meeting, reducing office referrals by 40% year over year.
- Maintain weekly family communication through Seesaw and newsletters, reaching 95% of families; held conferences with 100% of families.
- Co-designed Google Classroom math stations now used by all four Grade 3 classrooms.

Grade 1 Classroom Teacher Aug 2016 – Jun 2019
Maple Ridge Elementary School • Riverton Unified School District • Riverton, ST

- Taught foundational literacy and numeracy to 22 students using structured phonics and hands-on math.
- Grew average end-of-year math benchmark scores by 18 percentage points through weekly data review.
- Served on the MTSS team, monitoring Tier 2 progress and co-writing intervention plans.

SKILLS

Instruction: Guided Reading, Differentiated Instruction, Small-Group Intervention, Lesson Planning
Assessment: Benchmark & Formative Assessment, Running Records, Data-Driven Instruction, MTSS/RTI
Classroom: PBIS, Responsive Classroom, Social-Emotional Learning, Inclusive Classrooms (IEP/504)
Technology: Google Classroom, Seesaw, Google Workspace, Interactive Whiteboards, Microsoft Office

1-Page Resume



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PROFESSIONAL SUMMARY

State-certified elementary teacher with 8 years of experience in Grades 1–3 and an M.Ed. in Curriculum & Instruction. Known for data-driven literacy instruction, differentiated small-group teaching, and a calm, consistent classroom community built on PBIS and Responsive Classroom practices. Uses benchmark and formative assessment data to plan targeted intervention, supports English learners and students with IEPs in an inclusive setting, and keeps families informed and involved through Seesaw, newsletters, and family events. A collaborative team member who mentors new teachers and leads grade-level planning.

CERTIFICATIONS & LICENSURE

- Professional Educator License, Elementary Education (K–6), State of ST — valid through 2029
- English Learner (ESL) Endorsement, State of ST — 2021
- Google Certified Educator, Level 1 — 2021
- CPR, AED & First Aid Certified — renewed 2025

EDUCATION

Master of Education (M.Ed.), Curriculum & Instruction 2018
Eastbrook State University • Springfield, ST

Bachelor of Arts, Elementary Education 2016
Lakeshore College • Riverton, ST • Magna Cum Laude

TEACHING EXPERIENCE

Grade 3 Classroom Teacher Aug 2019 – Present
Willow Creek Elementary School • Brookfield Valley School District • Springfield, ST

- Lead a class of 26 students, including 5 English learners and 4 students with IEPs, using differentiated small-group instruction in reading, writing, and math.
- Raised the share of students reading at or above grade level from 58% to 81% (fall to spring benchmark) through daily guided reading, running records, and targeted phonics intervention.
- Implemented PBIS and Responsive Classroom routines, including daily Morning Meeting and logical consequences, reducing office referrals by 40% year over year.
- Increased average spring math benchmark growth by 15 percentage points by introducing weekly data talks and flexible, skills-based groups.
- Maintain weekly family communication through Seesaw and newsletters, reaching 95% of families; held conferences with 100% of families, arranging interpreters as needed.
- Co-designed Google Classroom math stations and a shared rubric bank now used by all four Grade 3 classrooms.

Grade 1 Classroom Teacher Aug 2016 – Jun 2019
Maple Ridge Elementary School • Riverton Unified School District • Riverton, ST

- Taught foundational literacy and numeracy to 22 students using structured phonics, shared reading, interactive writing, and hands-on math manipulatives.
- Grew average end-of-year math benchmark scores by 18 percentage points through weekly data review and flexible grouping.
- Served on the school MTSS team, monitoring Tier 2 progress and co-writing intervention plans with the reading specialist and school counselor.
- Built a classroom library of 600+ leveled books through a family book drive and a small community grant.

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- Planned thematic, cross-curricular units in science and social studies aligned to state standards.

Summer Literacy Program Instructor Summers 2017 – 2019
Riverton Public Library Summer Reading Program • Riverton, ST

- Taught small-group reading lessons to students entering Grades 1–4, helping prevent summer learning loss.
- Helped 85% of participating students maintain or improve their reading level from June to August.

Student Teacher, Kindergarten & Grade 2 Jan 2016 – May 2016
Lakeshore Elementary School • Riverton, ST

- Planned and taught full-day lessons for six weeks under the supervision of two mentor teachers.
- Created a phonemic awareness center rotation that the kindergarten team continued to use.

PROFESSIONAL DEVELOPMENT

- Structured Literacy & Science of Reading Training, 60 hours — 2023
- Responsive Classroom Core Course — 2020
- PBIS Tier 1 Team Training — 2019
- Supporting English Learners in the Mainstream Classroom, 30 hours — 2021

LEADERSHIP & SCHOOL INVOLVEMENT

- Grade 3 Team Lead (2022 – Present): facilitate weekly planning meetings and common assessment reviews for a 4-teacher team.
- Mentor Teacher: supported 2 first-year teachers and hosted 1 student teacher from Eastbrook State University.
- Family Literacy Night Organizer: planned an annual event attended by 120+ families.
- School Climate Committee Member: helped roll out schoolwide PBIS expectations and recognition system.

SKILLS

Instruction: Guided Reading, Structured Phonics, Writing Workshop, Differentiated Instruction, Small-Group Intervention, Project-Based Learning, Standards-Aligned Lesson Planning
Assessment: Benchmark & Formative Assessment, Running Records, Data-Driven Instruction, Progress Monitoring, MTSS / RTI
Classroom: PBIS, Responsive Classroom, Social-Emotional Learning, Inclusive Classrooms (IEP / 504), English Learner Support
Technology: Google Classroom, Seesaw, Google Workspace, Interactive Whiteboards, Microsoft Office
Languages: English (native), Spanish (conversational)

AWARDS & RECOGNITION

- Teacher of the Year Nominee, Willow Creek Elementary School — 2023
- Community Literacy Mini-Grant Recipient ($2,500), Riverton Education Foundation — 2018

COMMUNITY INVOLVEMENT

- Volunteer Reading Buddy Coordinator, Springfield Community Center — 2020 – Present
- Youth Soccer Assistant Coach (ages 6–8), Springfield Parks & Recreation — 2018 – 2022

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April 14, 2026

Ms. Laura Bennett
Principal
Oakridge Elementary School
Cedar Hills School District
123 School Street
Cedar Hills, ST 12345

Dear Ms. Bennett,

I am excited to apply for the Grade 2 Classroom Teacher position at Oakridge Elementary School. As a state-certified elementary teacher with eight years of experience in Grades 1–3, I bring a strong foundation in literacy instruction, data-driven small-group teaching, and the calm, consistent classroom community that helps young learners thrive. Oakridge's schoolwide focus on early literacy and family engagement closely matches the work I care about most.

At Willow Creek Elementary School, I teach a class of 26 third graders, including English learners and students with IEPs. By combining daily guided reading, running records, and targeted phonics intervention, I helped raise the share of my students reading at or above grade level from 58% to 81% over one school year. I also introduced PBIS and Responsive Classroom routines, such as Morning Meeting and clear, positive expectations, which reduced office referrals by 40%.

I believe strong family partnerships are essential in the early grades. I share weekly updates and student work through Seesaw, reach 95% of families each week, and organize an annual Family Literacy Night that now draws more than 120 families. As Grade 3 Team Lead and a mentor to new teachers, I also value close collaboration with colleagues, specialists, and support staff to plan instruction and review student progress.

I would welcome the opportunity to discuss how my experience could support your Grade 2 team and students. My resume and references are enclosed. Thank you for your time and consideration; I look forward to speaking with you.

Sincerely,

Emily Carter

Cover Letter



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PROFESSIONAL REFERENCES

The following professionals are familiar with my teaching and have agreed to serve as references.

Dr. Michael Reyes
Principal • Willow Creek Elementary School • Brookfield Valley School District
Relationship: Current principal; has observed and evaluated my teaching since 2019.
Phone: (555) 234-5678
Email: m.reyes@email.com

Sarah Thompson
Instructional Literacy Coach • Willow Creek Elementary School • Brookfield Valley School District
Relationship: Literacy coach; co-planned guided reading groups and intervention plans with me for four years.
Phone: (555) 345-6789
Email: s.thompson@email.com

Jennifer Walsh
Grade 1 Team Lead and Mentor Teacher • Maple Ridge Elementary School • Riverton Unified School District
Relationship: Grade-level team lead and assigned mentor during my first three years of teaching (2016–2019).
Phone: (555) 456-7890
Email: j.walsh@email.com

References