LISA JACKSON

CV

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Maple Grove Elementary School
Principal Lee
Bournemouth

Bournemouth, November 3, 2026

Dear Principal Lee,

I am applying for the fourth-grade teaching position at Maple Grove Elementary School. Your posting's emphasis on small-group literacy instruction caught my attention. During five years as an elementary school teacher at Winton Elementary School, I have used reading assessments to plan targeted lessons and adapt instruction to students' needs. I hold an active teaching license covering the advertised grade level.

In my classroom, I noticed that several students could read passages fluently but struggled to explain their meaning. I introduced guided discussions, modeled how to identify supporting details, and used brief written responses to check understanding. These responses helped me adjust subsequent lessons and showed students becoming more confident in supporting their answers with evidence.

Working with families is another important part of my teaching. Through short weekly updates and individual conversations, I share what students are learning and suggest manageable ways to practice at home. I also contribute lesson materials and discuss assessment findings with my grade-level colleagues so we can coordinate support for students.

Maple Grove's focus on strengthening literacy instruction fits the work I enjoy most: identifying a learning need and finding a practical way forward. I would welcome the opportunity to bring my classroom experience and collaborative approach to your fourth-grade team.

My resume provides further details about my qualifications and teaching experience. Thank you for considering my application. I would appreciate the opportunity to discuss how I could support your students.

Sincerely,
Lisa Jackson