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Monday, December 03, 2007

City of Sunderland College
Attn: Carol Reid
City of Sunderland College

Dear Carol

RE: Skills for Life Tutor

It is with great interest that I submit my application for the position of the Skills for Life Tutor.

- I have several years experience in the teaching environment, in particular the delivery of literacy and numeracy. I have demonstrated abilities that include promoting an innovative learning environment, using a range of tools suitable to the subject and age group. My experience in this area also enables me to create a range of lesson plans suitable at different levels of understanding and abilities to incorporate all learning styles.
- My professional but easy going nature allows learners to be relaxed in a non-threatening environment, conducive to the learning required, to raise aspirations, therefore working towards work ready status. I am experienced in using and creating assessment tools to aid monitoring of progression. I demonstrate excellent organisational skills with the ability to teach large groups whilst undertaking summative assessments in conjunction rolling start programme.

I would like to take this opportunity to thank you for considering my application. I make myself available to attend an interview at your convenience.

Kind regards

Jennifer Knight