



Stephen Pedley

A s s i s t a n t D i r e c t o r

 347.497.9934

 Stephen.a.pedley@gmail.com

 Brooklyn, NY, 11203

 LinkedIn

 Skype

 Website

[Recipient Name]

[Title]

[Company]

[Recipient Street Address]

[Recipient City, ST Zip]

DEAR HIRING MANAGER

Thank you for the opportunity to apply for the Teacher Assistant role at your school. After reviewing your job description, you are looking for a candidate that is extremely familiar with the responsibilities associated with the role and can perform them confidently. Given these requirements. I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am an efficient recent college graduate (3.39 GPA, Vocal Performance) from Nyack College. During my academic career, I also managed to accrue nearly 5 years of work experience. I had the privilege of working for Conservatory of Fine Arts in an assistant director role in my free time, where I learned valuable professional skills such as customer service, executive support and staff training and development. In both my academic and professional life, I have been consistently praised as hard-working by my professors and peers. Whether working on academic, extracurricular, or professional projects, I apply proven organizational, management, and communication skills, which I hope to leverage into the Teaching role at your school.

After reviewing my resume, I hope you will agree that I am the type of component and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at 347.497.9934 or via email at Stephen.a.pedley@gmail.com to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon

Sincerely,
Stephen Pedley
Enclosure