

Skills for the Workplace

Module Assignment Submission

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Student Number:	20197700
Module No:	BMSK4005
Module Title:	Professional Career Development

Statement of Confirmation of Authenticity

By the act of making this submission, the student declares that this is the work of the student named above. The work has not, in whole or in part, been knowingly presented elsewhere for assessment, or where assessment has been built on a previous assessment, this has been identified. Where materials have been used from other sources it has been properly acknowledged. If this statement is untrue, the student acknowledges that an assessment offence has been committed.

Attention is drawn to the plagiarism and unfair practice policies of both the University and of ILM.

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Section 1: Know how to identify development needs

Understanding the organization's current and prospective capacity requirements, as well as samples levels of competence, dispositions, and information, is the first step in determining growth and teaching requirements. This survey can be performed in both written and oral forms. This type of study will aid in determining what kind of learning users need on the personal, group, or organizational level. Inside the larger organizational plan, these deficiencies must be evaluated and prioritized.

1.1 Identify learning styles for self and another

When someone is a visual learner, typically engage in visuals but instead of words. Trend lines, graphs, calendars, images, pastels, and infographics help visual learners acquire knowledge. They like to study in chunks rather than sequentially or piecemeal. Being able to perceive the big picture quickly is one of the benefits of becoming a visual person. As a result, these kids may periodically overlook crucial information. I am a visual learner. I generally prefer learning through transforming them into diagrams and try to portray a picture in my mind to memorize the learning quickly. Visual learners are particularly good at absorbing information from their surrounds. One of the key characteristics of such a visual learning method is the following:

I have a creative imagination, which might lead to thinking or cognitive straying at occasions. I thrive on visual stimulus since I think largely in images. I have a knack for deciphering the hidden meanings beneath nonverbal cues. On the other hand, I might need to observe a person's eye contact and facial attitude in order to properly comprehend what I am saying. I am usually adept at deciphering maps and graphs. I frequently need to envision the terms in order about spell things properly whenever it pertains to spelling. I am typically skilled at solving difficulties with their instincts. I like to watch movies, use flash cards, plus underline material. I am quick to notice new objects in a space or alterations in a people's body appearance. To remember knowledge, I like to construct lists. I'm generally gifted in the arts, mechanics, or technology. I am indeed a geek who is typically very well organized. I could quickly spot trends in what they're seeing. Sources of noise can quickly disturb me; therefore, I normally prefer a peaceful situation.

A person with an auditory educational approach studies listening carefully. Music, video samples, and discussions are their preferred methods of learning. In a traditional classroom

situation, aural learners flourish by listening to presentations and participating in debates. Students can also benefit from multimodal training to increase their overall auditory learning ability. The other groupmate of mine is an auditory listener. He generally listens to a lecture very carefully and memorize it faster than any other learning styles. It becomes easy for him because he grabs anything that is in auditory form. I talk all the time, both to myself and to people, and I like verbal instructions. In loud surroundings, I have problems with concentration. I enjoy listening to lectures and participating in conversations. Titles, not features, are what I remember. I use tone and pace of speech to convey emotion. I have a creative bent.

1.2 Use a simple technique for identifying development needs for self & another

A SWOT technique is a good component for successful development and ideation. If users undertake a Situational analysis with either a singular objective or query in mind, they'll receive more information out of it. A SWOT assessment, for instance, can enable people to determine if as well as how to: taking advantage of a fresh marketing opportunity. A personalized SWOT evaluation can help someone achieve their career aspirations in the very same way. It gives me insights into my personality's positives and negatives, the obstacles currently facing, as well as the chances that are available to one and that in the coming.

SWOT Person 2
STRENGTHS
OPPORTUNITIES

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SWOT Person 1

STRENGTHS

I am optimistic in my studies and believe that I will be prepared to accommodate every one of the tasks although I have very strong tolerance rating and faith in my Test outcome. This means that even if the outcomes are unsatisfactory, I will not quit up easy. I am adept at coming up with new and constructive modes of thinking about and execute things; this encompasses, and is therefore not restricted to, intellectual ability. I have quite a brilliant imagination and am eager to come up with new and innovative ideas. Just Because I'm a visual person, I benefit from visual instruction. Because most teachers employ visual instructional techniques, I am able to acquire their information more easily than some others, which is also one of my educational advantages. In class, I will understand quicker than the national.
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OPPORTUNITIES

I can make my strengths into my opportunities. It is possible for me to be a good visual teacher and help the visual learner to recognise their abilities. As I am a visual learner and cognitive thinker, I can choose a career where I can play with my imaginations and form them into a useful thing which will be useful for others as well. I can be an analyst as I have understood and explain infographics better than others (Villaverde, Godoy & Amandi, 2018).

SWOT Person 2

STRENGTHS

My groupmate is fantastic at justifying decisions, narrating anecdotes, and recognizing changes in voice, intonation, and passion. He is outstanding at reacting to presentations, class debates, grammar, and multilingualism. He has a great memory for discussions, music, and songs, and now he can talk off from the sides of the mind (Villaverde, Godoy & Amandi, 2018).

OPPORTUNITIES

His strengths would become his opportunities. As he is good at listening and interpreting any situation which involves auditory tools, so he will be able to work in an environment where blind children's or patients are handled. He can be very useful to brief them about auditory education without their sight.

[1.3 Identify potential barriers to learning for self and another.](#)

The potential barriers for me would be if the classroom doesn't have any visual aids for describing any lecture (Stem, 2019). I am not able to learn a topic without presentation or infographics. So, if the classroom doesn't have this kind of facilities, it would be difficult for me to learn those topics. The same problem will be faced by my groupmate as well. As he is able to learn everything through listening, not presenting anything clearly would create difficulty in learning.

[1.4 Explain how these barriers to learning can be overcome.](#)

When it comes to remembering thoughts and methods, visual students prefer to use visuals. The DVD syllabuses from Inclusion deliver fascinating content that visual students found simpler to grasp. For me, nevertheless, a DVD-based program is not really the sole alternative. The IEW technique integrates visual elements into the framework. Allowing pupils to use icons in their phrase outlines can aid students in learning in remembering more data from the original resource. Visual students also could highlight terms in the original text to assist them in processing the data. Classroom Banners displaying IEW's nine modelling techniques are also necessary for

users to be using. The Portable Screens are a fraction of the size of the School Banners, and each student may get their own edition to look at whether working at school or home.

When the content is reviewed and the courses are presented clearly, auditory students learn better easily. Furthermore, because of classes have been spoken aloud, listeners are willing to blend the topics taught inside the DVD-based programs. If he doesn't want to utilize the DVDs, he can speak the courses and source materials to the child. Children with dyslexia as well as dysgraphia might benefit from dictation since it helps them to focus on the topic rather than scanning the text document. Although reading the content to a pupil is time consuming, many kids experience that hearing the courses improves their capacity to learn.

Section 2: Know how to develop self & others to achieve organisational objectives

2.1 Analyse learning/development options to meet needs of self & another.

Combining visual and kinaesthetic instructional methods is a superior method for teaching visuals like me. Motion is required for abilities that involve muscular endurance and growth. Visual learners like me should be eligible to utilize what they've learnt visually in relationships and practices while engaging. Effective perception does not allow youngsters to acquire the essential social and language abilities to comprehend their surroundings. For my development, Outdoor play and physical activities have their benefits, even though technology enables me to learn complicated ideas. Even individuals who are accustomed to receiving visual data through laptops or cell phones can benefit from movement-based learning. Simple undertakings, such as making models, may help to improve spatial abilities and manual dexterity. The idea is to get the muscle and the intellect to work together.

Rather of using the traditional method of learning, my groupmate should memorize the material. Telling him that hearing to a snippet of information instead of putting pen to paper will help them remember it. Auditory learning has advantages in terms to writing notes on any subject. By

capturing the sound of their scribbled instructions, I may assist him in developing aural learning abilities. Another method for improving his hearing abilities and maintaining power would be to encourage them to attend first and write notes afterwards. Telling him that he should take notes during their classes, demonstrations, or even brief discussions, but only after the lesson is finished. Making notes takes a good amount of attention as well as concentration, and if he is aware that he will be required to take lists on what is being said, he will be more attentive throughout the presentation.

2.2 Identify support mechanisms for the development of self & another

I should note down what others tell me and attempt to work alone in a silent room because I seems to be a visual person. When I study, I find it most effective to glance at headlines and graphics before studying entire sentences, as well as to color-coded significant terms. I should make a list of project objectives. I'd take a seat where I could see the instructor well. Wherever feasible, I'll write my personal notes and also use infographics, maps, or graphs. Instead of writing down processes, I should employ hands-on as well as practical projects such as making models or conducting research studies to demonstrate that I understand how to accomplish things. As a backup mechanism, I must relate new knowledge to ideas I currently know so that I can grasp the whole picture. To demonstrate how everything I'm learning is connected, I should discuss and diagrams available and visualizations.

My groupmate should collaborate with a research team or perhaps a trustworthy study companion to question one another on the material. Reiterating the required information can assist him remember it, especially if he has a ton of information to remember. Choose a front-row seat to ensure that he can hear the conversation of the talk (Stem, 2019). While studying, listen to the music with no lyrics (Villaverde, Godoy & Amandi, 2018). As often as feasible,

engage in group discussions. He will gain a better knowledge of the content if he discusses his views and ask questions. Push other mates to speak out whereas so they really feel as being at ease as he does while addressing next to a gathering. Then, when he walks to classroom, workout, or even get ready for sleep, read a transcript. Close his eyes and repeat the facts. This strategy will assist him concentrate on the aural procedure rather than some other visual stimulus in front of him.

2.3 Prepare development plans for self & another

Self

Part 1: Personal Analysis

Though I have cognitive power and memorizing things with my own imagining power is my specialty, still I waste a lot of time with visual aids and I get less time doing other activities. I am very optimistic about my learning outcomes which can make me overconfident and that will be a biggest problem in my personal growth. It will also be a hindrance in my learning.

Part 2: Setting Goals

What do I want to learn?	What do I have to do?	What support and resources will I need?	How will I measure success?	Target Date for Review
I want to focus more on learning rather than distracting myself with other visual sites that are unnecessary.	I should disable other time-consuming websites and social media while studying. I may install a focusing app so that my laptop or phone automatically stops me from going into those websites.	Some applications or books can help to fulfil this goal.	By finding a mechanism to keep track of modest, gradual changes towards to the bigger objective, and do so on a regular basis. The Metronome Growth Method is what I utilize. That's a useful tool for the senior and result in higher to make note of given objectives and responsibilities, as well as KPIs and performance, over the course of this week, monthly, or quarterly. I may use every software and note-taking techniques I want, but if I don't make	Within 2 years

			out opportunity to verify in on my goals, they're useless.	
I want to learn time management so that I can give my time to both visual activities and other activities.	I should make a list of my worklist so that I can manage all the things within time.	Some applications or books can help to fulfil this goal.	By finding a mechanism to keep track of modest, gradual changes towards to the bigger objective, and do so on a regular basis. The Metronome Growth Method is what I utilize. That's a useful tool for the senior and result in higher to make note of given objectives and responsibilities, as well as KPIs and performance, over the course of this week, monthly, or quarterly. I may use every software and note-taking techniques I want,	Within 4 months

			but if I don't make out opportunity to verify in on my goals, they're useless (Villaverde, Godoy & Amandi, 2018).	
I should engage more in physical activities so that I am able to learn a topic properly. As only imagining a physical activity can not help in learning it accurately.	I should push myself to do more physical activity.	Some applications or a proper environment for exercise can help to fulfil this goal.	By finding a mechanism to keep track of modest, gradual changes towards to the bigger objective, and do so on a regular basis. The Metronome Growth Method is what I utilize. That's a useful tool for the senior and result in higher to make note of given objectives and responsibilities, as well as KPIs and performance, over the course of this week, monthly, or	Within 6 months

			quarterly. I may use every software and note-taking techniques I want, but if I don't make out opportunity to verify in on my goals, they're useless.	
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Part 3: Personal Objectives

Short Term Goals (next 12 months)
Learning time management and engaging in physical activity.
Medium Term Goals (2-3 years)
Focusing on visual learning and try to give lectures on visual learning and spread the importance of visual learning among people.
Long Term Goals (3-5 years)
I want to become a manager in my workplace.

Person 2

Part 1: Personal AnalysisHe has a great memorizing power but I would take auditory aids which will cost a fortune. He is not able to learn properly in a silent setting (Stem, 2019). This will keep him away from the library.

Part 2: Setting Goals

What do I want to learn?	What do I have to do?	What support and resources will I need?	How will I measure success?	Target Date for Review
He wants to learn time management so that he can give his time to both auditory activities and other activities.	He should make a list of his worklist so that he can manage all the things within time.	Some applications or books can help to fulfil this goal.	By finding a mechanism to keep track of modest, gradual changes towards to the bigger objective, and do so on a regular basis. The Metronome Growth Method is what he should utilize. That's a useful tool for the senior and result in higher to make note of given objectives and responsibilities, as well as KPIs and performance, over the course of this week, monthly, or quarterly. he may use every software and note-taking	Within 5 months

			techniques he wants, but if he doesn't make out opportunity to verify in on his goals, they're useless.	
He should engage more in physical activities so that he is able to learn a topic properly. As only hearing about a physical activity cannot help in learning it accurately.	He should push himself to do more physical activity.	Some applications or a proper environment for exercise can help to fulfil this goal.	By finding a mechanism to keep track of modest, gradual changes towards to the bigger objective, and do so on a regular basis. The Metronome Growth Method is what he should utilize. That's a useful tool for the senior and result in higher to make note of given objectives and responsibilities, as well as KPIs and performance, over the course of this week, monthly, or	Within 8 months

			quarterly. he may use every software and note-taking techniques he wants, but if he doesn't make out opportunity to verify in on his goals, they're useless.	
He wants to focus more on learning rather than distracting himself with other hearing apps or videos that are unnecessary.	He should disable other time-consuming websites and social media while studying. He may install a focusing app so that his laptop or phone automatically stop him from going into those websites.	Some applications or books can help to fulfil this goal.	By finding a mechanism to keep track of modest, gradual changes towards to the bigger objective, and do so on a regular basis. The Metronome Growth Method is what he should utilize. That's a useful tool for the senior and result in higher to make note of given objectives and responsibilities, as well as KPIs and	Within 2 years

			performance, over the course of this week, monthly, or quarterly. he may use every software and note-taking techniques he wants, but if he doesn't make out opportunity to verify in on his goals, they're useless.	
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Part 3: Personal Objectives

Short Term Goals (next 12 months)
To fulfil every job properly and maintain synchronization between learning and other activities.
Medium Term Goals (2-3 years)
Be a proper communicator for auditory learners and try to make something of his own to help the auditory learners.
Long Term Goals (3-5 years)
Work with an NGO to help blind children or auditory learners like him.

2.4 Method used to monitor the development of self & another.

A visual learner like me can be monitored by assessing with different visual presentations and how I describe them. I should be exposed to a situation where I should describe an image to reflect my learning. I should be told to make a paper or essay from my learning and given just some infographics for demonstrating. That way my teacher can understand if I have an idea about any certain topic or not.

My groupmate should be assessed and monitored in diverse ways too. He should be asked to elaborately describe a video just by hearing it. He should be exposed to a situation where he can use hearing as a learning tool and then reflect his learning into an essay. He should be told to present a topic which he learnt through auditory tools.

Section 3: Know how to prepare for the recruitment process

Reflection on the Recruitment Process

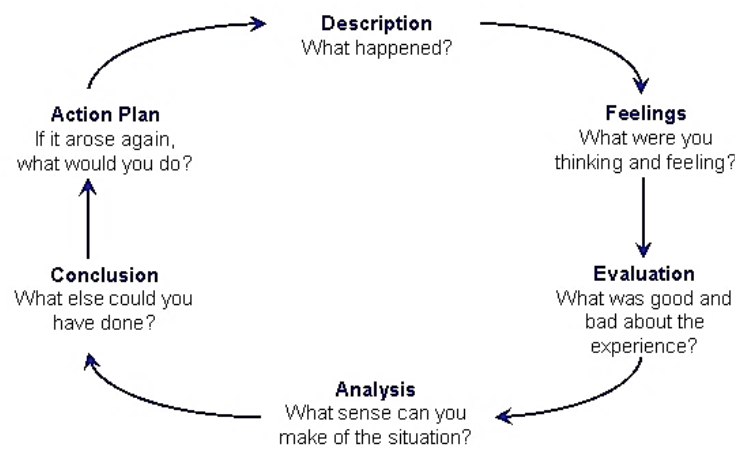


Figure: Gibbs (1988)

3.1 Description

While preparing for a job I faced problems in memorizing things because everything can not be memorized with imagination. Though I have a strong cognitive power so I can analyse different topics and learn from them. My groupmate also faced some problems while describing an image just by visualizing it. He was excellent in voice recognition and toning.

3.2 Feelings

I was feeling confident and terrified at the same time because I have some drawbacks as I am a visual learner. I will not be able to describe the topics that use other tools for learning. My groupmate was also very confident and anxious the whole time while preparing. Because giving a lecture is not easy. It uses different learning styles but he was only introduced to auditory learning style.

3.3 Evaluation

The experience taught both of us to learn other reflective styles as well. It assisted us to experience new topics by diversified learning styles. For instance, if we are working with an NGO that teaches autistic kids, we should be trained with every teaching method that they need. So, the preparation stage helped us to go through with all the learning styles.

3.4 Analysis

We both can demonstrate that we have our own strengths and weaknesses, but we can make them our opportunities and threats. We should learn to maintain time for every task that we are given and prepare ourselves for every situation. We should also be able to be a good interactor to communicate with the people we are working with. Thus, we need to focus on every learning style that is available.

3.5 Conclusion

We can prepare ourselves more efficiently if we were given more time. We can train ourselves with other soft skills and hard skills that we lack of. We can prepare for the interview with each other to find out the lacking of each.

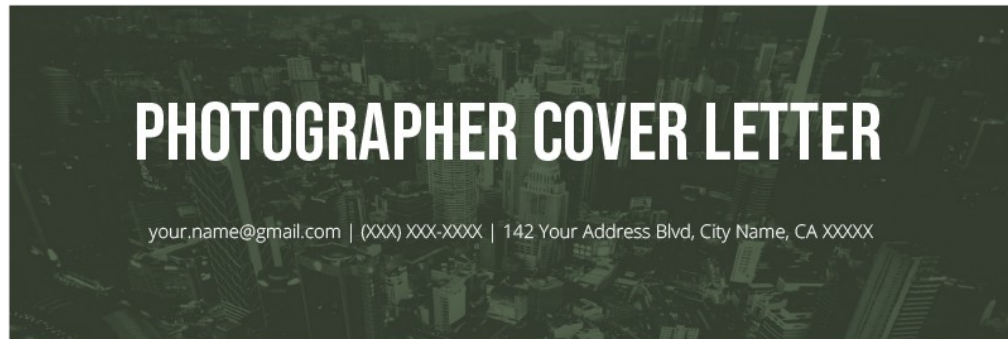
3.6 Action Plan

If we have the opportunity to prepare for a job again, we will overcome the lacking we have now and focus more on the learning and training of us.

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Appendix A



[Today's Date]
[Hiring Manager's Name]
[xxx Company Address]
Company City, State, Zip Code
(xxx) xxx-xxxx
[hiring manager@email.com]

Dear Mr./Ms./Mrs. [Manager's Name],

My name is [Your Name] and I am applying for the position of [position name] with your company as advertised on [company website / LinkedIn / job board website].

I have been a freelance photographer for the past 7 years, beginning as an event photographer while pursuing my BA in Photography. As my true passion lies in taking photos of people, I transitioned into portrait photography once I had completed my degree. I've spent most of the past 3 years shooting weddings, as well as children, newborn babies, and also pets.

As for my technical skills, I am proficient with a wide array of professional cameras, lighting gear, and lenses. I have taken several courses in photo editing and I am an Adobe Photoshop expert. I have recently been developing my video shooting and editing skills as well.

On a personal level, I am a people person with a knack for getting smiles and making clients happy. I am reliable and capable in fast-paced environments, and I always deliver my results on time. When it comes to photo editing, I am highly organized and I pride myself on being extremely attentive to detail, with an eye for presentation.

I would like to invite you to take a look at my online portfolio here (your online photo portfolio web address) to see the styles and quality of my work. Please find my contact information at the top of this letter and on my website.

Sincerely

[Your Name]

Short Job Application Letter For Teacher

The Principal,
Lahore Learning Alliance,
Defense, Lahore.

Subject: Application for School Teacher Job

Respected Sir,

I am writing to show my interest to serve your institution as a Montessori Teacher. I saw your advertisement in newspaper and found that our job requirements suit my eligibility. I did my MA/M.ED from Punjab University and I did Montessori Teaching Diploma of one year from Education University. I have experience of 2 years teaching in a private institution.

I have capability to work harder and I tend to do my best in his field. It would be my privilege if I am selected here. Enclosed is my resume along work experience letters. I hope that my application would be considered. I look forward to hearing from you soon.

Thanking you in anticipation,

Yours Sincerely,
Ayesha Shah.
Contact: 0922779874.

Appendix B



RESUME SUMMARY

Composition: Capture stunning portraits using a DSLR and 4+ lenses

Post-processing: Create unique digital imaging effects in Adobe Lightroom and Photoshop

Awards & Recognition: Winner of the LensBoss 'Portrait Photographer of the Year' award 2018

Social Media: Cultivated an Instagram following of over 250,000 individuals to drive freelance business

EXPERIENCE

FREELANCE PHOTOGRAPHER

Self-employed, Various / September 2012 - Present

- Take high-quality portrait photos of couples, children, and pets, then retouch and color correct using Adobe software
- Use digital and film cameras, tripods, lenses, and flash attachments to create innovative lighting effects
- Build authentic relationships with clients, leading to a customer base of 70% repeat business
- Manage a portfolio site and four social media accounts, including 250,000 followers on Instagram

EVENT PHOTOGRAPHY ASSISTANT

A is for Aperture, Eugene, OR / September 2012 - August 2014

- Assisted photographers to capture numerous live events, including sports games, concerts, expos, and stand-up comedy
- Monitored setup and teardown of equipment
- Implemented a new system to schedule meetings with clients, which led to a 10% increase in monthly bookings
- Ensured operation of equipment, including troubleshooting malfunctions, maintaining inventory, and arranging repairs

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Portland, OR, 97225

in linkedin.com/in/bshaw

🌐 benjaminshawphotos.com

@ Instagram.com/b_shaw

SKILLS

Creativity

Communication

Photoshop

Lightroom

Attention to Detail

Social Media

Self-management

EDUCATION

PHOTOSHOP ACE

Adobe, 2017

BA PHOTOGRAPHY

University of Oregon,
2010 - 2014

AWARDS

PPOY 2018

LensBoss, Portland

MARY SMITH

PROFESSIONAL PROFILE

I am an enthusiastic secondary school history teacher with high aspirations for students, committed to supporting growth in children and enabling them to realise their learning objectives. An agent for positive change, I believe that researching the past is vital in understanding the present. This is why I take pleasure from encouraging students to throw themselves into history and learn the valuable lessons of our past.

My love for teaching is demonstrated in my students' exam results; for the last five years, an average of 84% of my GCSE history students have achieved grades B or higher.

CONTACT

 Oxford, United Kingdom
 +44 (0) 012 3456 789
 example@exampleemail.com

KEY SKILLS

History Knowledge	★★★★★
Classroom Management	★★★★★
Department Management	★★★★
Conflict Management	★★★★
Lesson Planning	★★★★★

EDUCATION & TRAINING

Master of Arts in Teaching, University of Bristol, UK (2004)

Bachelor's Degree in History, University of Oxford, UK (2002)

Challenging Behavior Training Course

CAREER SUMMARY

History Teacher

Example Secondary School, Oxford, UK

May 2015 – Present

- Planning and delivering history lessons for GCSE students at this Oxford-based private school
- Utilising classroom management techniques to improve the efficiency and effectiveness of lessons
- Monitoring individual student performance in order to alter teaching strategies in line with individual pupils' needs
- Liaised with teachers, parents and teaching assistants
- Developing slideshows and engaging history videos to improve students' learning experience

Key Achievements

- Averaged a B – A* rate of 84% for GCSE examinations over the course of five years
- Received commendation from the Ofsted inspector for 'exceptional levels of teaching'
- Enriched lessons by purchasing additional learning materials and preparing new learning resources at home
- Sourced World War II veterans to deliver presentations to students in order to provide them with real-life insight into the history topic

This CV was written by CV Nation

History Teacher

Ex. Secondary School, Bath, UK

Feb. 2012 – April 2015

- Taught history to Years 9, 10 and 11 and served as a form tutor at this comprehensive school
- Produced engaging content and slideshows to inspire classes that were initially disillusioned with learning
- Fostered healthy cultures of learning by engaging with students on an individual basis and offering constructive feedback
- Managed the History department for six weeks per year while the Head of Department was absent
- Planned, organised and managed after school sessions for students who were struggling with their work

Key Achievements

- Increased the number of students achieving grades A*-C in history GCSE by 48% within two years
- Recognised for improving students' performance, with 67% exceeding their predicted GCSE results
- Introduced educational software to optimise the efficiency of lessons and enable students to access additional history resources 24/7
- Implemented history revision sessions for students to participate in at lunchtimes and after school, which contributed to enhanced student performance in examinations

Appendix C

Mattie Leite

Photographer, CPP

Personal Info

6/10/20

Address

395 Matthews Street
Chicago, IL 60654

Phone

815-644-1744

E-mail

mattieleite@gmail.com

LinkedIn

linkedin.com/in/mattieleite

Debbie Ramos
Marketing Director
Home & Home Real Estate
4232 Cecil Street
Chicago, IL 60603

Dear Ms. Ramos,

As an accomplished photographer with 5+ years of experience creating memorable images for clients like Costco Connection magazine and M Magazine, I was excited to see your ad for a photographer at Home & Home Real Estate. I know from the job posting on your website that you need a photographer with leadership experience who can shoot beautiful real estate photos and also train new hires. I think you'll find my resume a good fit based on the highlights below:

As CEO and lead photographer at Mattie Leite Photography, I trained and lead a team of 7 freelance photographers. I'm a regular contributor to Costco Connection magazine, and I've conducted over 200 real estate shoots in the Chicago area. Clients remark that I have a knack for bringing out the best in properties, balancing the lighting well between interiors and exteriors. I also work as lead photographer for the Big Lake Tours Real Estate Department, managing a team of three.

What I like so much about Home & Home is your commitment to maintaining high levels of photo quality in every corner of your publications. Sloppy work makes me uncomfortable, and I know from your blog and print magazine that you take pride in showing off the best of every home you feature. It's much easier to work for a client who already "gets it" than to try to educate the ones who don't. Could we set up a time next week to talk about how my dedication to perfection and efficiency can save you money while it edges your quality even higher? I'm free most of next week.

Best regards,

Mattie Leite
Photographer, CPP
815-644-1744
mattieleite@gmail.com

ELEMENTARY TEACHER

✉ your.name@gmail.com

☎ (XXX) XXX-XXXX

📍 142 Your Address Blvd, City Name, CA XXXXX

[Today's Date]

[Hiring Manager's Name]

[341 Company Address]

[Palo Alto, CA 94301]

[(xxx) xxx-xxxx]

[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager's Name],

I am writing in regards to the [Position] opening advertised on the San Antonio Independent School District job board. With over six years of experience teaching first and fifth grade students in New Braunfels and San Antonio, I have become an expert at commanding student attention and managing both small and large classrooms. I believe these skills, combined with my ability to foster constructive learning environments, make me an ideal candidate for this role.

Some highlights from my current and past teaching experiences include:

- Developing TEKS-compatible health and nutrition activities to promote better food and exercise habits
- Establishing an open-door policy for 6:30-8:00 am parent/teacher conferences
- Planning and executing a weekly after-school art class open to all grade 1-3 students

Beyond my teaching experience and classroom management skills, I believe my enthusiasm makes me a perfect fit to serve as [Position]. Having had a lifelong passion for education, I am excited by the prospect of working alongside your staff and administrators to help more San Antonio students grow and flourish in their elementary years.

Attached is my resume for further reference. I would enjoy discussing this position with you further and am happy to provide any additional information if needed. Thank you for your time and consideration.

Sincerely,

[Your Name]