

# Eric Crawford

---

55 Captain Blvd  
Oshawa, ON |A1B 2C3  
H: (905) 555.6666 C: (416) 555.4444  
ericcrawford@sympatico.ca

Sending Date

Name of Addressee  
Addressee title  
Board of Education Name  
Street Address  
City/Town/Postal Code

Re: Enter teaching position name and reference number of job if applicable

Dear (name of addressee → Mr. or Ms. Blank),

Please accept my application for the position of a secondary school teacher in Visual Art and/or English. I am currently completing my Bachelor of Education in the Intermediate Senior program at the University of Ontario Institute of Technology (UOIT) with the teachable subjects of Visual Arts and English.

My teaching philosophy focuses on student success through an innovative, safe and inclusive learning environment. Student success will be promoted through self-motivation, creativity and resiliency thus are preparing them for the fast-paced, ever-changing world.

I believe that as a teacher I have a lot to offer to your school and your board. My experience in teaching related areas includes: tutors-in-the-classroom program with Durham District School Board, art instruction for students aged 7 to 12 and coaching both figure skating and competitive skiing. As an artist I work in both traditional and digital media. Coupled with this I have a strong foundation in technology, which I believe is a great tool not only for delivering a lesson but also for student-centred learning. Through my skills and experience I plan to facilitate student achievement both academically and socially. Samples of my work can be found on my digital teacher portfolio: <http://students.uoit.ca/100123456/>.

Thank you for taking the time to consider my application to be a part of your board. I look forward to hearing from you at your earliest convenience and am available to come in for an interview to further discuss my suitability for this position. I can be reached by phone at home at 905.555.6666 or on my cell phone at 416.555.4444. If you prefer, you can also reach me by email at ericcrawford@sympatico.ca

Sincerely,

*Eric Crawford*

# Eric Crawford

---

55 Captain Blvd., Oshawa, ON|A1B 2C3  
H: (905) 555.6666 C: (416) 555.4444  
ericcrawford@sympatico.ca

## QUALIFICATIONS

---

### **Bachelor of Education (OCT # pending) July 2008**

*University of Ontario Institute of Technology (UOIT), Oshawa, Ontario*

- **Intermediate-Senior Divisions:** Visual Arts and English
- **Laptop Mobile Computing Program**
- **Tribes TLC,** 24 Hour Basic Course

### **Additional Qualification Courses July 2008**

Special Education Part One, ESL Part One

### **Bachelor of Arts June 2007**

*University of Western Ontario, London, Ontario*

- Visual Arts and English

## TEACHING AND LEADERSHIP EXPERIENCE

---

### **Art Camp Director and Instructor 2007-present**

*Art Gallery, Toronto, Ontario*

- Collaborated with Education Coordinators, instructors, parents, students and other gallery staff to create a creative, unique and safe learning environment for all participants
- Created, organized and implemented manuals, policies and training sessions for paid and volunteer high school staff to ensure the camp ran effectively and efficiently
- Designed daily and weekly art programs for students aged 4-13, including lesson planning, organizing, supervising, preparing supplies and giving gallery tours

### **Grade 11 & ESL (English) Teacher Candidate November 2010**

*George Brown Secondary School, Whitby, Ontario*

- Generated lessons that addressed multi-model learning to attend to the individual needs of the students
- Liaised with associate teacher to develop a set of lesson plans that covered the curriculum in a creative and effective manner that engaged students and promoted creative, critical thinking
- Observed and assisted in English as a Second Language, photography and essential level English classes to ascertain new teaching strategies and to support student learning

### **Grade 8 (English and Art) Teacher Candidate October 2010**

*Forest Grove Public School, Whitby, Ontario*

- Designed a unique poetry unit that focused on critical thinking, communication and student composition
- Presented a multi-media creative writing model to the learning environment that drew on student interest in technology and offered a new mode of delivery for poetry and other subject areas
- Participated in the supervision of students on field trips, during recesses, dances, assemblies and other special events held at the school as well as attended staff meetings and professional development days

### **Tutor-in-the-Classroom 2005-2007**

*Glad Park Public School, Oshawa, Ontario*

- Assisted teachers and students in K-8 classrooms in a range of subject matters
- Worked with individual students and groups to support them in literacy and numeracy
- Supported exceptional students to help integrate them into the classroom with greater effectiveness

## TEACHING AND LEADERSHIP EXPERIENCE CONTINUED

---

### **Camp Counsellor and Photography Specialist**

**2004**

*Camp Sumach, Whitby, Ontario*

*Arts Camp, Haliburton, Ontario*

- Scheduled and designed daily programs by collaborating with co-workers for students aged 4 to 18, taking into account accommodations for students with special needs
- Organized and ran camp-wide activities by cooperating with other counsellors and camp staff
- Mentored two counsellors-in-training through training, collaboration, assessment, and recommendation

### **Coach**

**2003-2004**

*Oshawa Skating Club, Oshawa, Ontario & Richmond Training Centre, Whitby, Ontario*

- Coached groups and individual students ages 3-14 in cheerleading and figure skating
- Managed try-outs, practices, competitions, meetings, attendance and administrative duties
- Evaluated student progress using specific expectations to determine levels of achievement
- Promoted parent, staff and school support and involvement through meetings and newsletters that encouraged open lines of communication between coaches, parents and staff advisers

## PROFESSIONAL DEVELOPMENT

---

- *Safe Schools Training*, UOIT **May 2008**
- *Science and Technology Camp*, UOIT **February 2008**
- *Be Wary, Be Wise*, OECTA **January 2007**
- *Secondary English Teachers' Workshop*, York Region District School Board **November 2007**
- *Art and English Camp*, UOIT **August 2007**

## VOLUNTEER EXPERIENCE

---

- *St. Stephen's Literacy Support Project*, UOIT **Fall 2007**
- *Co-ordinator*, Markham District High School Graduating Students Art Exhibition **2004**
- *Ice Show Costume Designer*, Markham Skating Club **2004**
- *Co-Editor*, York Region Arts Camp Yearbook **2003**

## ADDITIONAL EXPERIENCES

---

- Member, Golden Key International Honours Society **2007-present**
- Dean's Honour List, University of Western Ontario **2006-2007**
- Level 1 Technical Canskate Coaching Certification, Skate Canada **2003**
- Level 1 Certification, National Coaching Certification **2003**
- Quadruple Gold Medallist, Skate Canada **2002**

## COMPUTER SKILLS

---

- *Environments*: Macintosh and PC
- *Planning and Marks Software*: Ontario Curriculum Unit Planner, Markbook, Rubric Builder
- *Graphics and Audio/Video*: Adobe Photoshop CS, Audacity, Windows Movie Maker, Photostory, iMovie
- *Other*: SMARTboard, SMARTIdeas, LCD projection, Clickers

## INTERESTS

---

- *Art*: Photography (Analogue and Digital), painting, drawing, sculpture and art history
- *Literature*: Canadian literature, contemporary fiction, children's literature, Shakespeare, poetry
- *Sports*: Yoga, Figure Skating, Cheerleading