

To Whom It May Concern:

Thank you for taking the time to review my cover letter and resume, as I am applying for a position in your organization. It is my goal to combine my vast range of education and experience to provide the highest quality of education to the students and/or adults within your organization. I have my Master of Arts in Education and a Bachelor of Science in Elementary Education. Currently, I am completing my Master of Business Administration, with a specialization in Project Management, with a completion date of 2018. I possess an Instructional II teaching certificate within the state of Pennsylvania and am a PQAS (Pennsylvania Quality Assurance Program) and CDA Certified Instructor, in addition to having my Pennsylvania Director's Credential.

In my past professional positions, I have had the opportunities to work with students, teachers and parents in many educational capacities. I have been a classroom teacher in both urban and suburban settings, worked with new teachers as an Instructional Teaching Coach, Literacy Coach and taught on the graduate level. I have held positions such as Academic Coordinator, Center Director, Program Manager, Area Manager, supervising multiple sites of educational facilities. In my consultative services, I have held the following positions: Executive Director, Interim Director, Regional Manager, Center Director, Case Manager, Business Manager, Senior Advisor, Director of Quality Assurance, Assessment Coordinator, Crisis Management Advisor.

Again, I appreciate you taking the time to review my cover letter and resume. I would welcome an interview and hope to hear from you at your earliest convenience. If I can provide you with any further information in regards to my background and qualifications, please let me know. I look forward to hearing from you. I can be reached at 215-920-4729 or jaimibschaffer@gmail.com.

Jaimi Schaffer, M.Ed

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