

# Kris E. Graves

gravesk@unity.k12.il.us

#1 Rocket Road – Tolono, IL – 61880 – 217-485-6230

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**Objective** Seeking a position as a teachers aid using my education and work experience.

**Education** **Unity High School**  
Attending 2006 – Anticipating Graduation 2013  
GPA: 3.22/4.0

**Activities &  
Extra Curricular**

**Yearbook**

- Provide captions and copy for pages
- Assist in taking pictures at Unity High School Events
- Edit and review pages before sending them to the plant

**Track & Field**

- Team Captain
- Member of the 4 X 200 Relay

**4-H**

- Attend regular meetings
- Compete in a variety of cattle shows

**Skills &  
Work Experience**

**Subway, Tolono, IL**  
Assistant Manager

- Provided cash register training for employees
- Organized larger orders including catering events
- Assist manager in making the schedule

**Babysitter, Tolono, IL**

- Provided daily care for children ages 7 & 5
- Charged with making their breakfast and lunch
- Created lessons with the children to promote learning

**Honors  
& Achievements**

**Unity High School**

- NHS member
- Student of the Month, September 2010
- Student council member of the year award, 2009

**4-H**

- Excellence Award, 2010
- 1<sup>st</sup> place at the Illinois State Fair in cattle showing

**References** Available Upon Request

# NAME

Email Address

Address and Phone Number

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Date

Where sending

Attn: Who sending to

Address

City, State, ZIP

Dear Who sending to:

This is the "why I am writing to you" paragraph . . . immediately tell the employer the position for which you want to be considered and what makes you the best candidate for that position. If you are responding to a job ad, be sure to reference the name of the publication and the date the ad appeared. Also, if you have been referred, include that person's name and their relationship to you. Short paragraph (2-3 sentences).

This is the "why I am qualified" paragraph which briefly highlights and details some of your most relevant experience and qualities as they relate to the job for which you are applying. Detail how you could contribute to the company and relate your experience and skills to the specific job qualifications. TIP: Pick 2-3 points you want to make and provide specific examples to support those points. This is the longest paragraph of the letter (you may break it into 2 paragraphs if it looks too lengthy).

This is the "back to business" paragraph which gets back to your reason for writing. Refer to your enclosed resume, request an interview, let the reader know what will happen next (you will contact them, etc.) and thank the reader for his/her time and consideration. You should give your phone number in this paragraph (how to reach you).

Sincerely,

Your typed name

Enc.

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February 22, 2012

Unit No. Seven Schools  
Attn: Mr. Morrison, Principal  
1127 County Road 800 N  
Tolono, Illinois 61880

Dear Mr. Morrison:

It is with vast interest that I am applying for the library media specialist position at Unity High School. Upon graduation in May 2008, I will complete a Masters Degree in Educational Administration. In addition, I have also earned a Degree in Business Education, certification in Library Science, and Masters Degree in Technology. Currently, I am eager and prepared to use my knowledge for school programs and curriculum to maximize the student learning experience and environment.

With experience in curriculum development, optimizing the learning environment with technology, staff development, and promoting a safe learning environment, I have a proven record for exceeding career goals both personally and professionally. I have accomplished this through effective internal and external communication and a firm commitment to student-centered learning.

You will find the enclosed resume covers past accomplishments and essential skills in detail. What the resume cannot explain is my adamant view that all students can learn given a positive learning atmosphere. I firmly believe that an educator's mission is to make school enjoyable and exciting for all students through academics as well as extra-curricular activities. In addition it is imperative as an administrator to support faculty and staff as they play an important role of a school-learning environment.

Please view the attached resume to see how my experience and skills will fill a need within your school district. I would appreciate your consideration and look forward to discussing the possibility of employment with you. Please contact me at your convenience.

Sincerely,

Kris E. Graves

Enc.

