**Darci Collier**

133 Shannon Crescent SW Calgary, AB T2Y 2T7

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December 2015

To Whom It May Concern:

It is with great interest that I am exploring employment opportunities within your school board as a Physical Education teacher. I am confident that my experience and passion for teaching would be an asset to your students’ learning and development. Please accept this letter and the enclosed documents as an application for this position.

With my experience teaching a variety of grade levels during my time enrolled at the University of Lethbridge and Mount Royal University, I strongly believe that my qualifications will match your requirements. I have been very fortunate in my practicum placements to have learning and teaching experiences in a variety of educational settings, Kindergarten to Grade 12, making it easy to adapt to new situations and faculty concepts. Collaborating with other professionals provided the best opportunity for myself to grow as a teacher and to learn during my placements. I believe that every teacher, because of their own unique experiences can provide alternative angles to problems, issues or lesson ideas that can only contribute to success. My colleagues and various evaluators recognized that I focused heavily on planning for different learning styles and student abilities in the classroom while aiming to always provide alternative forms of instruction. Differentiation allows for the motto “no child left behind”, to come to life. In the past, no matter what level of knowledge or learning style students had, I found ways to give them the best form of instruction based on their individual needs. In my classes, students discovered that school does not need to be viewed negatively, but can be viewed as a fun and exciting place to be while learning life skills and building positive relationships to maximize learning. My greatest enjoyment in life comes from my family, the sports I love to play, and most certainly from devoting my time to helping student athletes achieve success both academically and in life. Leadership, sportsmanship, and teamwork are necessary skills that can be applied in all sports, and life. Physical activity is one of the keys to a happy and positive life. I devote my time to helping students achieve a balance in their lives, one that includes a healthy respect for activity and the promotion of physical wellbeing. My formal education experiences have involved Physical Education, Sports Medicine, English, Science, Health and by blending the physical with the more mental aspects of learning I am confident that I can positively contribute to you school as a professional.

Please accept this letter as an expression of my genuine interest in beginning my teaching career with CBE. I will produce energizing and creative learning environments that will bring out the best in students. I will be completing my degree in December and ready to teach after the Christmas break.

If you are interested in a dedicated professional educator with motivation, patience and a positive attitude necessary to optimize student potential, please contact me at your convenience. Thank you so much for allowing me this excellent opportunity and reviewing my credentials. I look forward to hearing back from you in the near future.

Sincerely,

Darci Collier

**DARCI COLLIER**



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**CAREER OBJECTIVE**

Obtain a full time teaching position with the Calgary Board of Education that will utilize my strong dedication to the development and educational learning needs of children, which will enable me to make a positive and significant impact in the lives of the students I teach.

**EDUCATION**

**Bachelor of Arts – Kinesiology / Bachelor of Education – Physical Education 2013-2015**

University of Lethbridge Lethbridge, AB

**Physical Education Transfer Program** **2010-2013**

Mount Royal University Calgary, AB

**High School Diploma 2005-2008**

Bishop O’Byrne High School Calgary, AB

**TEACHING EXPERIENCE**

**Professional Semester III – Teaching Internship September – December 2015**

Bishop Carroll High School Calgary, AB

*Grade 10, 11 & 12 Health Fitness & Recreation*

* 15 week practicum where I took the lead of Physical Education activities from day one.
* Engaged in long and short term planning for a variety of activities and sports
* Utilized various strategies to differentiate teaching
* Developed and enhanced classroom management
* Worked collaboratively with other staff members
* Completed a project inquiring into Formative Assessment in a Self-Directed Learning program
* Assistant coach of the Junior Girls Volleyball team – City Champions

**Professional Semester II – Student Teaching** **March – April 2015**

Bishop Grandin High School Calgary, AB

*Grade 10 & 11 Athletic Therapy, Grade 10 Physical Education*

* 6 week practicum where I focused on teaching Athletic Therapy & Physical Education
* Used a variety of teaching strategies to target different learning styles.
* Volunteered to be assistant coach for the Sprinters in Track & Field

**Professional Semester I – Student Teaching November – December 2013**

Janet Johnston Elementary School Calgary, AB

*Grade 2 Health, Science, Math, English, Grade 2 & 3 Physical Education*

* 5 week practicum where I taught a variety of lessons
* Incorporated student involvement in all activities and lessons
* Planned and instructed lessons in a variety of subjects

**Pre-Education Practicums September 2012 – June 2013** Cranston Elementary School Calgary, AB

*Kindergarten, Grade 1 & 2*

Prince of Wales Elementary School Calgary, AB

*Grade 2*

**WORK EXPERIENCE**

**Lifemark Physiotherapy Clinic January 2012 – Present** Physiotherapy Aide & Receptionist Calgary, AB

* File patient charts and complete various bookkeeping duties
* Answer phones, book appointments for patients and accept payment
* Provide outstanding customer service to every client, making sure they’re comfortable at all times

**Cottonwood Golf & Country Club April 2011 – Present**

Supervisor & Waitress Calgary, AB

* Responsible for closing and locking up the building at the end of the day
* Responsible for making sure other staff members are on task and completing duties
* Provide excellent customer service to the members and guests of Cottonwood

**CERTIFICATIONS & PROFESSIONAL DEVELOPMENT**

Fundamentals of Coaching Certificate April 2015

Concussion in Sports – What you need to know August 2015

Coaching Volleyball Fundamentals August 2015

Fundamental Movement Skills – Coach Professional Development April/October 2015

First Aid, CPR & AED Certification April 2013

Fundamental Movement Skills – Community Leader May 2012

**PERSONAL ATTRIBUTES**

* Excellent communication and willing to listen to new ideas and concepts
* Hard working, dependable, responsible and willing to take on new challenges
* Adaptable to new workplaces or positions
* Goal oriented
* Friendly and approachable

**INTERESTS & EXTRA CURRICULAR**

* Coaching Soccer & Volleyball
* Camping, Hiking & the Outdoors
* Sports Medicine
* Playing various recreational and competitive sports
* Reading literature

**REFERENCES**

**Dr. Carmen Mombourquette (403) 892 - 5370**

*University of Lethbridge Consultant* carmen.mombourquette@uleth.ca

**Kurtis Hewson (403) 682 - 7374**

*Former University of Lethbridge Professor* hewsonk27@gmail.com

**Renee Russell (403) 477 - 0761**

*PSII Mentor Teacher, Bishop Grandin High School* renee.russell@cssd.ab.ca

**Neil O’Flaherty (403) 650 - 0112**

*Principal, Bishop Carroll High School* neil.oflaherty@cssd.ab.ca

**Richard Merritt (403) 850 - 0101**

*Lifemark Physiotherapy Clinic Director*

**Tiffany Gordon (403) 703 - 7577**

*Cottonwood Golf & Country Club General Manager* tiffanyg@cottonwoodgcc.com