

Tab 1

To Whom It May Concern,

From a young age, I knew I was destined to work in education. My grandmother, a school principal, inspired me deeply, and some of my earliest and fondest memories involve visiting her school, observing classrooms, and witnessing the joy of learning in action. These experiences planted the seeds for my passion for helping students grow and succeed.

I began my academic journey at West Chester University, where I earned a degree in Health Science, graduating *magna cum laude*. I later earned my Master's degree in Curriculum and Instruction from Eastern University, graduating in December 2021 with a 3.8 GPA.

My career in education began at the Philadelphia Freedom Valley YMCA, where I led the art camp for children ages 6–12. This role allowed me to foster creativity while ensuring a safe and engaging camp experience. I quickly advanced within the organization, becoming a School Age Director. Later, I took on a broader leadership role as a Regional Director for Magic Memories Early Learning Centers, supporting nine childcare facilities.

Driven by a desire to be in the classroom, I transitioned into a direct instructional role, first as an instructional aide at Phoenixville Area Middle School, and now as a second-grade teacher at Holy Rosary Regional Catholic School. I earned my Pennsylvania teaching certification in Pre-K through 4th grade in April 2022 and am now in my second year of classroom teaching.

I am open and willing to relocate because I believe in the power of education to transform lives everywhere. I am especially passionate about working in diverse school communities where I can contribute to inclusive, student-centered learning. With a strong foundation in both leadership and instruction, I am confident in my ability to be a valuable asset to your team.

Thank you for considering my application. I look forward to the opportunity to contribute to your school community.

Sincerely,

Nicole L. Panetta

Tab 2

Nicole Panetta

Experienced educator with a passion for fostering student engagement and success. Skilled in curriculum development, instructional design, and utilizing technology to enhance learning outcomes.

EXPERIENCE

Holy Rosary Regional Catholic School, Plymouth Meeting, PA — *Elementary Teacher*

AUGUST 2023 - PRESENT

- Implement age-appropriate lesson plans aligned with state and archdiocesan standards, focusing on math, reading, writing, science, social studies, STEAM, and religion.
- Foster a positive, inclusive, and engaging classroom environment that supports students' academic, social, and emotional growth.
- Assess and monitor student progress through formative and summative evaluations, maintaining detailed records and adapting teaching methods to meet diverse learning needs
- Incorporate technology and hands-on activities to enhance student engagement and learning outcomes.
- Communicate regularly with parents and guardians to provide updates on student progress, address concerns, and foster a partnership in education.
- Manage classroom behavior effectively using positive reinforcement strategies, promoting respect, responsibility, and collaboration among students.

Phoenixville Area Middle School, Phoenixville, PA — *Instructional Aide*

August 2022 - June 2023

- Provide one-on-one or small group support to students in academic, social, and behavioral areas.
- Assist the teacher in implementing individualized education plans (IEPs) for students with special needs.
- Adapt and modify instructional materials to accommodate diverse learning needs.
- Support students with disabilities in developing daily living skills, communication, and independence.
- Utilize assistive technology and adaptive equipment to facilitate student learning.
- Monitor and document student progress, behavior, and performance for teacher review.

Magic Memories Early Learning Center, Phoenixville, PA — Director

APRIL 2018 - AUGUST 2022

- Oversee daily operations of the early childhood center, ensuring compliance with state licensing requirements, safety regulations, and quality standards.
- Develop and implement educational programs and curricula that promote cognitive, social, emotional, and physical development of children, aligning with developmentally appropriate practices.
- Recruit, train, and supervise a team of teachers and support staff, fostering a positive workplace culture and encouraging professional growth through ongoing training and mentorship.
- Manage the center's budget, including tuition, expenses, payroll, and resource allocation, to ensure financial sustainability.

Philadelphia Freedom Valley YMCA, Multiple Locations — School Age Director, Site Supervisor, Unit Leader, Camp Counselor

JUNE 2013 - APRIL 2018

- Plan, develop, and oversee engaging and educational after-school programs for students, ensuring alignment with their developmental, academic, and social needs.
- Manage daily program operations, including scheduling activities, supervising students, and maintaining a safe and inclusive environment.
- Recruit, train, and supervise staff, volunteers, and instructors to ensure high-quality programming and a collaborative team atmosphere.
- Maintain compliance with state regulations, licensing requirements, and school policies while ensuring proper documentation and reporting.
- Enforce health and safety protocols to ensure the well-being of students and staff during all program activities.

EDUCATION

Eastern University, St. David's, PA — Master's in Education, Curriculum and Instruction - Certification: Instructional I Pre-K through 4th

AUGUST 2020 - DECEMBER 2021

West Chester University, West Chester, PA — *Bachelor of
Science, Health Science*

AUGUST 2014- DECEMBER 2016