

Darlene Alu, M.A.

400 Glendale Road, A-23 ▪ Havertown, PA 19083 ▪ (610) 789-7855 ▪ daalu@comcast.net

Center for Reading and Writing, Rider University

Jun – Aug 1999

Teaching Assistant. Aided teachers and practicum students in small classroom setting. Assisted students in writing workshops. Trained teachers and students in computer use and word processing.

PROFESSIONAL HISTORY:

July 2002-Present:	NEWS-Line Communications, King of Prussia, PA	Freelance Writer
June 2000-Present:	Valley Forge Military Academy & College, Wayne, PA	Writer/Instructor/Tutor
Sept 2003-Dec 2003	Delaware County Community College, Media, PA	Instructor
Oct 2000-Feb 2002:	Internet Business Solutions, Wayne, PA	Freelance Writer/Editor
Mar 1994-May 1998:	Data Sources, Mt. Laurel, NJ	Writer/Editor

PROFESSIONAL MEMBERSHIPS:

- International Reading Association (IRA), 1998-present
- National Council for Teachers of English (NCTE), 1999 - present
- College and University Public Relations Association of Pennsylvania (CUPRAP), 2000-present
- Council for the Advancement and Support of Education (CASE), 2000-present
- National Student Speech, Language and Hearing Association (NSSLHA), 1997-1999

ADDITIONAL SKILLS:

Computer Skills:	Adobe Acrobat	Macromedia Dreamweaver
	Adobe Photoshop	Macromedia Flash
	Active Server Pages (ASP)	MS Access
	Corel Photo-Paint	MS FrontPage
	Corel WordPerfect	MS Image Composer
	Datatel's Colleague and Benefactor	MS Internet Explorer
	HTML & JavaScript	MS Office (Word, Excel, Outlook)
	Lotus 1-2-3	MS Publisher
	Lotus Notes	Netscape Communicator
	Lotus Presentation Graphics	SWiSH
	Lotus WordPro	WS_FTP

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March 27, 2003

Ms. Kelly Davenport
Freire Charter School
1425 Arch Street
Philadelphia, PA 19102

Dear Ms. Davenport,

I am writing in response to your need for a Reading Specialist, an opening of which I became aware through the Delaware Valley Education Consortium. Because I was unable to attend, please accept this letter and enclosed criteria as my application for this position. In two months I will have completed the requirements for a master's degree in Reading and Language Arts and I believe my education and experience encompass the qualities you are seeking in a Reading Specialist.

I have worked with students to help them discover their individual learning styles; recognize their academic strengths and needs in reading, writing, listening and speaking; and develop strategies that work best for them in building their skills and achievements. I hope to select, implement, and adapt effective instructional strategies in meeting the needs of learners through collaboration with teachers and other professionals. I have experience in selecting, developing and administering appropriate assessments that provide indicators of student progress, and I believe in communicating with students about their strengths, needs, and ways to achieve improvement. I also communicate with parents in order to effectively involve them in the literacy development of their children.

Some of the informal and formal measurement tools I have utilized include the Wechsler Intelligence Scale for Children (WISC), Slosson Intelligence Test, Stanford-Binet Intelligence Scale, Gray Oral Reading Test (GORT), Peabody Individual Achievement Tests (PIAT), Peabody Picture Vocabulary Test, Test of Auditory Perception (TAPS), Test of Written Language (TOWL), Beery Developmental Test of Visual-Motor Integration, Slingerland Tests for Identifying Children with Specific Language Disability, Malcomesius Specific Language Disability Test, Durrell Analysis of Reading Difficulty, Botel Reading Milestone Tests, Gates-MacGinitie Reading Tests, miscue analysis, oral and written retellings, observation, and reader response. I will be eligible for certification when my studies are complete in May 2003.

Please consider this letter and enclosed packet of information as an expression of my sincere interest in pursuing this position. I look forward to learning more about this position and your expectations. Thank you most sincerely for your time and consideration.

Cordially,

Darlene Alu

Encl.