



March 10, 2004

Generic Principal
Generic School
Generic School Board
Generic Address
Generic Province

Dear Principal:

Your advertisement on your school boards website for the position of computer science teacher has sparked my interest. Please accept this letter and the enclosed résumé as my application for this position. Let me briefly explain how I can contribute to Generic High School.

I have had experience with development of school websites, and upgrades of current websites. I have also had the opportunity to lead professional development sessions on different technology topics including the Ontario Curriculum Unit Planner, Markbook 2003, and how to make a website for your classroom. I also am a very active person loving all sports, and have some experience coaching high school teams.

I am a teacher because I enjoy hard work and helping others find success. I want my students to experience meaningful, interesting learning that applies to their lives. I believe this can be accomplished through the use of hands-on/minds-on activities, cooperative learning, an integrated curriculum, and, when possible, technology and the internet.

Please refer to the enclosed resume and list of references. I look forward to meeting with you to discuss your school's goals and how I can help you meet them as a teacher. I can be reached in North Bay at 705.499.8982, or through e-mail at Jennifer@Goldik.com. Thank you for your consideration.

Sincerely,

Enclosure