

623 Keystone Avenue  
Clifton Park, NY 12065 - 1103

April 29, 2002

Mr. Harold Beaker  
Director of Administration  
Shaker High School  
418 Mikhail Street  
Latham, NY 12210

Dear Mr. Beaker:

I am writing to you regarding a teaching position at Shaker High School. I was referred to you by Mr. Dave Zbecki, a High School Biology teacher at Shaker. He informed me that the local district is actively seeking to hire qualified individuals for your new computer literacy programs. I would like to be considered for this position.

I recently graduated with a Master's degree in Secondary teaching, after completing my Bachelor's degree in Computer Science. I have more than two years of teaching experience at the undergraduate level as a teaching assistant as well as two semesters of student teaching at local high schools. In addition, I have served as a technical teaching assistant for the University at Albany computing labs during my junior and senior years. For your convenience, I have enclosed my resume for your review.

I am confident that my combination of practical work experience and solid educational experience has prepared me for making an immediate contribution to Shaker High School. I would like to request an interview for a teaching position at your convenience. In the next two weeks, I will contact you regarding this matter. If you have any additional questions for me, or need additional information, please email or call me at (518) 876 -3321. Thank you for your time and consideration.

Sincerely,

Rebecca Lee

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