48 Warnet Way

Nepean, Ontario

K5K T0T

To Whom It May Concern,

Please accept this letter, along with my attached resume, certification, and references, as interest in employment opportunities with the Ottawa-Carleton District School Board.

As an experienced teacher, I bring passion, enthusiasm, dedication, flexibility and intellectual curiosity to my practice as an educator. I feel that I can be a valuable addition to any faculty and work efficiently in a variety of environments. I am interested in full –time employment opportunities, both contract and EOT, in a secondary school setting for the 2008 - 2009 school year.

As described in my resume, my teaching qualifications include English, History, Special Education, and Guidance. Since 2003 until the present, I have taught the English curriculum in all grade levels and streams. Most recently, I was selected to be a Learning Resource Teacher at North Grenville District High School in the Upper Canada District School Board, with the specific role of leading the Destination Employability Preparation Program (DEPP). Furthermore, I thoroughly enjoyed actively contributing to the school culture at North Grenville, including being the Teacher Liaison for the Teacher-Parent Council, co-founder of the ‘Nerd Club’, as well as a variety of other programs and activities.

On a personal level, I am pursuing my Masters of Education with the University of Ottawa with an estimated completion date of spring 2009.

I feel that the breadth of my experiences as an educator, my studies as a graduate student, as well as my personality, has imbued in me the skills and aptitudes to handle a variety of challenges in differing environments, while delivering the necessary academic and social results.

For more specific details regarding my academic background and professional experience I suggest perusing my resume attached. In closing, I appreciate the consideration given to my candidacy or the opportunity to discuss any possible future opportunities for the upcoming academic year. Please do not hesitate to contact me at 613-555-5555 or via email, craigtbeckett@mail.ca.

Sincerely,

Craig Beckett