July 13, 2009

Kevin Dubois

Principal

Hillsboro High School

111 Hillsboro Road

Hercules, CA 94547

Dear Mr. Dubois,

Please find attached Resume and CV for your perusal.

I am a recent graduate at University of California, Berkeley with a Degree in English Subject Secondary Education. I am writing this letter as a response to your recent posting on the local employment magazine for an opening as a Freshman English Teacher. I do believe that my credentials match your set requirements.

I may be a fresh graduate and a new teacher, but I do believe that I can impart to your students the things that I have learned back at CAL. We were trained to excel and to help and train future leaders of this country.

Please do feel free to call me through my mobile number (510) 999-0982 at your most convenient time for further details about my intent of being a part of Hillsboro High School or just for clarifications that you may need from me.

I am sincerely hoping that I’d be given a chance to sit down with you and discuss my application in person. Thank you for taking your time in reading this letter of mine.

Sincerely,

**Annette Boddingtons**

Annette Boddingtons