December 2, 2010

Mr. Alfie Prats

Human Resource Manager

East Bay University

East Bay, CA

Dear Mr. Prats:

This is in response on the teaching job opening posted at the university main bulletin board. I would like to extend my intent to apply for the position of a Sociology teacher. I believe I have the necessary skills that fit this job post.

I am a graduate of Sociology at the California University where I am also currently enrolled under the master’s program. During the first three years after graduation, I served as a researcher at the Social Weather Station tasked to handle surveys and relevant research projects. In this job, I was able to extensively apply what I learned from my college degree.

I have also a year of teaching experience at a local university in California which could speak of my skills as a potential teacher at your university.

Should you have any questions, you can contact me through the contact details I have provided in my attached resume.

Sincerely yours,

Kristine Carpenters

Applicant