July 13, 2009

Annette Dubois

Principal

Sweet Valley High

101 Beverly Hills Rd.

Sweet Valley, CA 90210

Dear Ms. Dubois,

Please find attached CV and Resume for your perusal.

I am a graduate of California State University with a Degree in Education. Currently, I am a Freshman Teacher/Adviser at the Bronx Community High School.

I am signifying my intent in applying for your recent job opening for a Third year High School Teacher. I do believe that I best qualify your said opening with my credentials and experience in Teaching.

I also have attached letter or recommendations in this said letter.

I do hope that I’d be given a chance to sit down with you personally, and discuss my application and intention of joining your current Teaching Staff. You can get in touch with me through my mobile number (510) 223-5477 anytime or at your most convenient time.

Hoping to hear from you soon, More Power and Thank you!

Very truly yours,

**Michelle Klein**

Michelle Klein