RE: Technology Teacher, September 16, 2019

Dear Mr. Stevens,

As a highly skilled Technology Teacher, I read your posting for a new Technology Teacher with interest. My experience aligns well with the qualifications you are seeking, in particular my role as a Technology Teacher at Potsdam Community High School, and I am certain I would make a valuable addition to your organization.

With more than 9 years’ experience as a Technology Teacher, I am adept in providing professional development, integrating technology into existing curriculum, and creating new lesson plans to encompass technology in all classrooms. Moreover, while my on-the-job experience has afforded me a well-rounded skill set, including first-rate organizational and team building skills, I excel at:

• Supervision and Evaluation

• Lesson Planning and Course Development

• Technology Integration

• Fiscal Accountability

In addition to my experience and personal qualities, I have a solid educational foundation and a passion for computers and technology. Please review my attached resume for additional details regarding my expertise and abilities. I will follow up to request an appointment to discuss how my experience and background meets your needs.

Thank you for your time and consideration.

Sincerely,

Alec Frye