

# Caroline Chung



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March 4, 2009

Mr. Mark Schellenger  
Principal  
Radnor High School  
130 King of Prussia Rd.  
Radnor, PA 19087

Dear Mr. Schellenger

I am responding to the English literacy teacher position that you recently advertised in *The Philadelphia Inquirer*. As indicated on the enclosed resume, I have the credentials you are seeking and believe I can be a valuable asset to Radnor High School

I recently received my bachelor's degree in literature and society from Georgetown University. The following table outlines my areas of concentration:

English Literature	30 hours
The Art of Biblical Literature	15 hours
The New British Theatre	15 hours
The Plays of William Shakespeare	21 hours

In addition to my coursework, I have the following teaching experience:

- Assisted teacher with educating 9<sup>th</sup> graders in English Class
- Assisted teacher with educating 12<sup>th</sup> graders in English Class
- Teaching project for the Ayuda Organization of Philadelphia.

I will call you next week to see if we can set up a time to discuss my career opportunities at Radnor High School. If you would like to speak to me before then, please call me at 420-555-2939.

Sincerely,

Caroline Chung

Enclosure