

# Diana Rapp



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March 11, 2009

Mr. Paul Ramos  
Principle  
Juniper High School  
202 Park Boulevard  
Juniper, NV 89268

Dear Mr. Ramos:

I am responding to the teaching job that you have recently advertised in the *Juniper Daily Herald*. As indicated on the enclosed resume, I have the credentials you are seeking and believe I can be a valuable asset to Juniper High School.

I have recently received my bachelor's degree in European history from Ohio University. The following table outlines my areas of concentration:

History and Archeology	30 hours
Education and Training	15 hours
English Language	15 hours
Geography	21 hours

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

- Sat through high school classes and took vigorous notes
- Taught lessons to 9<sup>th</sup>-11<sup>th</sup> graders
- Organized lesson plans, projects and other activities
- Taught one class for one semester

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

Sincerely,

Diana Rapp

Enclosure