

Matthew E. Stuard
3345 Harper Rd.
Mason, MI 48854
June 11, 2007

Mr. Lance Delbridge, Principal
Mason High School
1001 S. Barnes St.
Mason, MI 48854

Dear Mr. Delbridge,

I am applying for the Mason Summit High School Program Coordinator position, which recently became available.

As my enclosed resume illustrates, I have a very strong knowledge of Mason Summit High School's program, a broad education, and an assortment of experience; furthermore, over the past five years I have worked tirelessly as a Social Studies / English teacher, and a member of the Summit team. During this time I've helped countless students learn to enjoy education in a non-traditional setting while preparing them for the future. Many of these students have gone on to earn their diplomas, some have obtained GED's, others attend college, some have entered the military, many have entered the workforce, and a few still strive to attain a high school education. Regardless of the path that these numerous students have chosen, I have provided them with a demanding and relevant education while they were a member of the Summit family.

In addition to the five years that I've spent as a teacher at Mason Summit High School, I've had the opportunity to wear several different "hats." Some of the multiple "hats" that I've worn, as my resume demonstrates, have been acting program coordinator, counselor, social worker, department chair, mentor, secretary, parent, and friend. Wearing these numerous types of "hats," as well as my other experience, has prepared me for the Program Coordinator position while giving me the opportunity to flourish, and expand my horizon beyond that of a classroom teacher.

In conclusion, it is my objective to combine my array of skills and experience with my ability to be an empathetic, passionate, intelligent educator and leader in order to guide Summit as its next Program Coordinator. I look forward to hearing from you, and welcome an interview to further discuss this opportunity. I can be reached at (517) 812-3437 or by email at mnms@comcast.net. Thank you for your time and consideration.

Sincerely,

Matthew E. Stuard