

Lisa T. Crampton
1001 Buckeye Lane
Toledo, Ohio 43506

July 23, 2009

Mr. Ian MacGregor
Superintendent
Defiance City Schools
629 Arabella Street
Defiance, Ohio 43512

Dear Mr. MacGregor:

Thank you for the time you gave me this morning. The position of history teacher is of great interest to me. After talking with you and visiting with the faculty, I am very enthusiastic about the prospect of joining your staff. The positive climate and dedication to academic progress and self-esteem of each student are readily apparent.

One point not brought out in our interview which may be of interest to you is my recent completion of a workshop focused on preparing students for university entrance exams. Ms. Medina mentioned the need for such information at Defiance.

With my experience, accomplishments, and passion for educating, I feel confident I can contribute to the development of the history curriculum and positive learning activities of Defiance High School.

It was a pleasure to meet you and the superior staff at Defiance High School. Please feel free to contact me at 419-123-4567 if I can provide any additional information.

Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

Lisa T. Crampton