6157 Osprey Way

Kalamazoo, MI 49009

February 22, 2012

Mr. Jim French

Portage Northern High School

1000 Idaho

Portage, MI 49024

Dear Mr. French:

Please accept my letter of application for the position of business teacher at Portage Northern High School. With my major in business and communications and a secondary teaching certificate, I am particularly interested in utilizing my skills and knowledge in a secondary setting.

My student teaching experience has enabled me to develop a special rapport with the age group that I enjoy most: high school students. I also gained business, administrative, and organizational skills working for various businesses prior to attending Western Michigan University that enhanced my perspective and my commitment to the business department component of the secondary school experience.

As a student at Western Michigan University, I have excelled academically and worked throughout my schooling at a bank, where I further developed my interpersonal and communication skills.

I am especially interested in the Portage Public School District because of its demonstrated commitment to quality education, as evidenced by the favorable student/faculty ratio and state-of-the-art classroom technology. I would appreciate the opportunity to speak with you regarding the Business Department position. Thank you for your consideration. I will contact you within the next two weeks.

Sincerely,

Kendra Overbeck

Enclosure