

MARY

Please contact JUDE Migrant Employment Co-ordinator
for further information Phone 03 535 4161

Letter of Introduction

To Whom It May Concern:

I wish to take this opportunity to introduce myself. I am a New Zealand citizen of over 5 years and a **recently New Zealand trained and qualified secondary teacher in mathematics**. I am now **seeking a position teaching Mathematics at secondary level** where I can apply my skills, knowledge and 8 years previous teaching experience.

In December 2008, I graduated from the University of Canterbury – College of Education with a Graduate Diploma in Teaching and Learning. **My supporting subjects are Physics and Science**

I am interested in ANY full-time, part-time and/or relief teaching positions. I am keen and enthusiastic to begin my teaching career and would willingly accept any opportunities that may be available at your school. I have excellent referees who will support my teaching ability and attributes.

As outlined in my attached CV, I have:

- Knowledge and understanding of the NZ secondary school curriculum – old and new
- NZ teaching qualifications
- Practical teaching skills and NZ classroom experience
- Over 8 years previous teaching experience
- Proven student and classroom management skills and ability
- An understanding and awareness of the needs of today's secondary students
- A professional, positive, caring manner and an effective co-operative team member

I am **available to meet** with you at anytime suitable **to discuss any full-time, part-time and/or relieving positions** that may be available at your school.

Thank you for your time and consideration and I look forward to hearing from you at your earliest convenience

Yours sincerely,
Mary