

Steve Atkins, Ph. D.
910 Francesca Court
Punta Gorda, FL 33950
(336)710-9122
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To whom it may concern:

I am an experienced leader with progressively responsible positions in education. My professional background, complemented by creative and collaborative leadership and superb teaching skills makes me an excellent candidate for teaching within the unique 9-12 curriculum at Marco Island Academy. I think that you will find my background well suited to meet the demands of your rich curriculum, with its special emphasis on Science, Technology, Engineering, and Math [STEM]. I am especially impressed and familiar with the AICE curriculum from Cambridge University and would like nothing more than to teach at your prestigious Charter High School.

Throughout my tenure as college administrator and faculty member, I have worked diligently to engender a culture that measures its success relative to improving student learning and enhancing the lives of students. I have a broad understanding of the opportunities afforded charter schools for providing excellent innovations and welcome the chance to meet with the search committee to discuss my candidacy. Please note that I have taught mathematics at a number of public schools, universities, and community colleges, and I am quite knowledgeable of relevant learning pedagogy, technologies, and best practices. Also, I was responsible for the design and implementation of two charter schools, one in North Carolina and the other in Florida, on community college campuses.

I am attaching my curriculum vitae to this letter and the names and contact information of individuals who will serve as my references. Moreover, my transcripts depict that I have a bachelors degree, masters degrees in mathematics and mathematics education, and a doctorate in curriculum and instruction with significant coursework in mathematics education. I am currently looking for an opportunity to apply my educational background and teaching experience in new and challenging venues.

There are several reasons that I would very much like to serve Marco Island Academy. The most important reason that I am interested is the opportunity to directly contribute toward students mathematics learning and helping them connect the learning to their life experiences and content in other disciplines. I have great passion for facilitating learning, watching students gain confidence and skill in mathematics, and the study of mathematics education.

For several years, I have been charged with transforming colleges and charter schools to focus on quality – quality teaching and learning, programs, and service to the community. In doing this, I have focused on best practices from the research literature and experiences of high performance institutions of learning around the nation. I have learned much and I'm looking for a new challenge. I love new ideas and developing and implementing thoughtful innovations to address problems that students encounter. I ask that you consider my proven track record of accomplishment as a thoughtful and caring leader, and a strategic thinker. I am not interested in working at an institution satisfied with the status quo, but seek instead to work with faculty, staff, students, and administrators who are committed to creating learning experiences that are creative, meaningful, and productive. I am well suited for life on Marco Island and enjoy excellent health and a diversity of interests including boating, diving, triathlons, and travel. I am current in trends and research in mathematics teaching and have always enjoyed outstanding rapport with parents, school staff, and students

Enclosed is my resume for your review. I would like to be considered for the position and look forward to beginning discussions soon.

Sincerely,

Steve Atkins, Ph. D.

