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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 strong interpersonal and communication skills, makes me an excellent candidate for positions within K-12 Teaching and Leadership in Independent Schools.

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 challenges and opportunities that independent and charter schools are facing and welcome the chance to meet with the search committee to discuss my candidacy. Please note that I have taught mathematics in 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, masters degrees in mathematics and mathematics education, respectively, and an earned doctorate in curriculum and instruction with significant coursework in mathematics education. I am currently retired and looking for an opportunity to apply my experience in new and challenging venues.

There are several reasons I would very much like to serve K-12 independent schools. The most salient reason that I am interested is the opportunity to return to education, and I have a great passion for teaching and learning. For 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.

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.