60 MacLean Cres.
Saskatoon, SK S7J 2R7
Tel: 374-9134

August 26, 1996

Dear Mr. Wagner:

I am responding to your advertisement in the Star Phoenix of August 17, 1996 regarding the Cultural and Recreational Coordinator position. I believe I possess the essential qualifications for this position.

I have just finished my Education degree, graduating in the top 10% of my class. By virtue of my broad education and my experience as an After-School Program Supervisor, I believe I am well prepared for, and able to carry out successfully, the duties required of a Cultural and Recreational Coordinator. As an After-School Program Supervisor, I organized and supervised recreational activities, games, and art activities in both large and small group situations.

In December 1995, I completed a highly successful teaching internship and was nominated for an Internship Award. During my internship I established effective working relationships with a number of teachers. As well as carrying out my classroom duties confidently and effectively, I involved myself in other school activities, such as indoor and outdoor supervision, intramurals, and coaching soccer and cross-country running. I was keenly aware of individual differences and abilities in all my students, and I worked to provide the best instruction and feedback to suit their needs. The student population was a mix of native and non-native students. My success in this work entailed a great deal of organization, flexibility, and understanding of the native culture.

I have had the opportunity to communicate with numerous ESL students. My sister, Dorene Steele, is a Homestay Parent, and it is through her that I have met several ESL students and their friends. My interactions with students from countries such as Korea, Japan, Iran, and Libya have added to my understanding of their cultural differences, their Canadian experiences, and the ESL program. The knowledge and views gained from these interactions will promote my effectiveness as a Cultural and Recreation Coordinator.

Enclosed you will find my resumé, as well as information on my performance in teacher training and in my internship. If I do not hear from you within ten days, I will contact your office to review the status of my application.

Yours truly,

Maxine Hadubiak, B.A., B.Ed.

Enclosures