Director of Human Resources

XYZ University

City, State Zip

Subject: Secondary Education Posting, Ad Number: 2584051

Please consider me an applicant for the secondary education faculty position advertised in Job Seekers via the qctimes.com website. I am a seasoned professional who welcomes opportunities to change and to learn. I am a resourceful, collaborative person who enjoys teaching in a student centered liberal arts institution. Since I was home-grown in Davenport, I am attentive to the rich tradition that XYZ maintains.