

## COVER LETTER WRITING

# Networking Letter Sample - Request for Information and Job Leads

### **Kerli Kaasik**

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April 7, 2017

Mr. Paul Santo, Principal  
Shakespeare on the Green Secondary School  
952 Grand Rapids Street  
Toronto, Ontario M4M 2R4

Dear Mr. Santo,

Diego Arrigo, my mentor and one of your colleagues from the Toronto District School Board, suggested that I contact you in reference to high school teaching positions in the field of History and Social Studies. I would appreciate any advice or information you could provide about career opportunities in the world of secondary education.

As a recent graduate with a Bachelor of Education degree and a keen interest in the special education needs of high school students, I would love the opportunity to learn more about schools such as Shakespeare on the Green that have extensive support programs and services for students with special needs. My goal is to apply my education, my fascination with History and Social Studies, and my 2 years of hands-on experience working with youth with special needs to helping students work toward academic success and self-improvement in a supportive high school learning environment.

I would appreciate the chance to meet with you. As a young educator, I am interested to hear how your career has progressed to its current point. I will contact you within a week to follow up.

Sincerely,

*Kerli Kaasik*