

Type the letter below on letter-sized paper in 1.5 line spacing and indented format. Use the following margins: 1.5” (3.81 cm) left and 1” (2.54 cm) right, 1” (2.54 cm) top and bottom. Create a letterhead using the information in the box below.

November 3, 2012

CONTRACT INSPECTORS
National Education Inspectorate
Room 7
Ministry of Education
Waterfront Building
Castries

Horace Serieux
20 Phoenix Street, Suite 7, Castries
St. Lucia
Telephone: +784.806.3998
hserieuxc@geemail.com

Dear Sirs:

Re: Contract Inspectors

I hereby apply for appointment as a Contract Inspector which appeared in the Castries Sunday Express on October 28, 2012. My qualification, experience and competencies possessed are in keeping with your expressed requirements and are documented in the attached CV.

My academic qualifications include a first degree in Computing & Management Studies as well as a Diploma in Education. I have 16 years classroom experience, three of which was spent as a senior teacher (at the Castries Secondary School). Whilst I have no documented experience in school inspection, evaluation or supervision, I have the aptitude and desire to participate in training leading to the requisite certification.

I have sound knowledge of the St. Lucia education system, developed over the past three decades as a result of very involved roles as student, teacher, teacher-trainer, tutor and service provider. I also have knowledge of the relevant acts and regulations including but not limited to *The Education Regulations, 1995*, *The Financial Administration & Audit Act*, and *The Access to Information Act, 2012*.

I am confident that my qualification, experience and competencies are well suited to my effective functioning as a school inspector. I am available to discuss this opportunity further at your convenience.

Sincerely,