# Letter of Introduction for Portfolio

Mr. Tom Dow

Somewhere High School

1234 Longview Terrence

Somewhere, USA 54321-4321

Dear Walker

This letter of introduction serves as an overview of who I am and the experience that I have acquired over the last ten years as a high school English teacher.

Ever since I was a child, I had always felt the need to help someone, whether it was my brother, sister, or a friend from school. I always felt compelled to teach them something if it was in my power to do so. However, it took me some time to figure out that I wanted to become a teacher. I never viewed the profession as a job, but rather a calling. Consequently, I have applied myself to my calling to the best of my ability, never becoming stagnant in the way I approach the learners and always finding ways to improve my practice.

After I graduated from high school, I didn’t study to become a teacher right off the bat. I first had to make a detour in the engineering faculty, only to find out that I did not want to spend my days working with machines and computers. I soon realized that the teaching profession was beckoning, and I heeded the call. Four years later, I had my professional high school teaching degree and majored in English, Biology and Geography. I obtained my qualification from The University of Somewhere.

After seven years of teaching, I returned to the University, where I obtained my Honor’s degree with distinction. Directly thereafter, I also completed my master’s degree in Education. My dissertation focused on Open Educational Resource design as I felt that there was a need to develop OERs to reach the underprivileged masses.

As a teacher, I have had great success and many failures. In 2012, I received the national teaching award for the most Innovative Teacher and went on to develop my school’s cloud network. In terms of my failures, I have always been hard on myself and often feel that I could do more for my students.

Apart from teaching English, I also coach cross country and athletics as I believe I can only succeed as a teacher if I tend to the holistic development of my students. When asked how important it is for me to win, I often ask in reply what the definition of winning is. If coming first in an event means winning, I couldn’t care less. If challenging yourself and giving your absolute best is defined as winning, then it is of the utmost importance.

The remainder of my resume will give you more details about my accomplishments and qualifications. In this letter, I merely wanted to provide you with a narrative of the nature of my character and give you a glimpse of who I am and what the teaching profession means to me. Based on the ethos of your school, I am confident that I will add value to your school and the learners therein.

Sincerely,

Kyle Warren