

**Michael C. Ross, JD**

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***“Experienced Guest Teacher With Over 5,750 Classroom Hours”***

**RE: Substitute Teacher**

To Whom It May Concern;

I am writing today with respect to the advertised position. With that in mind, please accept this **Letter of Introduction**, as well as my **Professional Profile & Resume of Qualifications** as my initial application for the position. As you review my material, I believe that the following credentials make me the ideal candidate for a position in with your district.

**Summary Of Qualifications:**

- **Professional Experience/Level & Skill Level:** I possess a 30-day emergency teaching credential, and have accumulated over 5,750 hours of actual in class teaching time. I have taught multiple grades, with High and Middle Schools as my focus. Subjects include: English, Social Studies, Government, Law, Computers and ESL and Special Needs;
- **Distance Learning:** Trained and experienced with distance learning lesson plans and related equipment;
- **Commitment:** Based on need, I have taught full time, Long Term and Part-time and am willing to fulfill one of these commitments in the upcoming year (which due to the virus and its impact, I expect to be very challenging);
- **Tutoring:** I currently am semi-retired and tutor students based on need after school;
- **Subjects:** Classroom experience ranges from K – 12 and the subjects include Art, Computer Science (including coding and website design), English, Physical Science, Government/Politics, Economics, Law and “General Living Skills” (for example, teaching students how to fill out job and credit applications);
- **Chess Teaching:** Since Jan. 2014 – creating and teaching chess programs at local schools;
- **Current:** Working for a local high school district;
- **Location:** I reside in San Mateo, and have no problems traveling to where I am needed;
- **Reliability:** I am responsible, reliable, dedicated, have a great on time track-record, and have my own transportation. I am also bondable;
- **TB Test:** I have recent TB Test Paperwork, available for review during an interview (updated May 2019);
- **Credentialed:** Am ready to step into a classroom – I currently have my emergency credential (it also shows that I have passed the CBEST). This was be updated;
- **Keenan Safe Schools:** Completed online course with 100% on 9-1-17. This was updated, as required by law, September 15, 2018, 2019 and 2020. I have also met the 2021 requirements.

In closing, attached for your review, you will find my current CV. I look forward to talking to you about the possibilities of working with your school district.

Sincerely;

Michael Ross