

**Abigail Lee**

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May 4, 2023

Mr. Anthony Ayerza,  
Fresno County Office of Education  
Regional Occupational Program  
588 Carmike Avenue  
Fresno, CA 93724

Dear Mr. Ayerza,

The ROP District Coordinator position advertised in *The Fresno Bee* on August 20 listed specific qualifications that match my skills. My experience, skills, and reputation of providing excellent learning environments will help me excel in the ROP District Coordinator position.

As you can see from my resume, I have also been involved in leadership training. Through my involvement in the development of training modules and helping others learn how to be effective leaders, my leadership skills have developed as well. My communication and organizational skills have also improved through my work as a CTE Department Chair at Coalinga High School. My ability to work as a team member and be an effective team leader will also be helpful as an ROP District Coordinator.

May we set up an interview to discuss my qualifications and the ROP District Coordinator position in more detail? If we can meet next week, I will be in your area on Thursday, August 29. I will call your administrative assistant before then to see if I may set up an appointment. You may reach me at (559) 728-0192 or by email at alee-s408@chusd.org. Thank you.

Sincerely,

Abigail Lee