

BERTRAM M. HUNTER
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August 27, 1992

Mr. Bob Galli
Office of Alternative HS
c/o H.S. for Humanities
351 West 18th Street rm 133
New York, NY 10011

Dear Mr. Bob Galli:

As per our telephone conversation I have enclosed copies of my resume and teaching certificate for your review, any assistance you can provide would be greatly appreciated. As we discussed, I am interested in a full time teaching position in Social Studies or Accounting and Business Practices. I have also taken and passed all section of the National Teacher Exam. I anticipate completing all requirements for permanent certification by the second term of the 1992-93 school year.

As a product (I attended MES 146, Margaret Knox JHS99 and Brooklyn Technical H.S.) and present employee of the New York City Public School System, a graduate of Northeastern University School of Law and Adelphi University School of Business, I rely on both skills I acquired in traditional educational setting as well as those I gained on the streets of East Harlem to my advantage in my professional life. Growing up in an inner-city housing project during the late sixties and early seventies informs my understanding of some of the problems which young people face. I think this is one of the factor which has contributed to my ability to motivate many of my students. It also informs how I approach teaching, mainly I try to develop skills which a student could use both in or out of the classroom. I also work very hard on making the course content relevant to students.

As an Account Marketing Representative at IBM, I developed considerable experience in planning and executing presentations to top executives in

corporations as well as managing partners in major law firms and brokerage houses in New York City. To achieve a \$6.5 million business objective, I created and implemented strategies to identify potential business within these industries.

As a result of this experience I have gained considerable knowledge of how these industries operate and a deep understanding of the concerns entrepreneurs/partners have. I often incorporate my experience in corporate settings into my lesson plans.

Through my volunteer work as Chair of both the Board of Directors of Other Countries: Black Gay Writers, and the Health, Education and Human Services Committee of Community Board #3, I have also gained experience setting up operation controls in community based organizations. My work experience with youth is considerable and includes teaching math to students in Kapsara, Kenya, tutoring math to high school students in Spanish Harlem and setting up rap sessions at the Hetrick-Martin Institute for the protection of Lesbian and Gay youth.

I find teaching stimulating, requiring one to remain dynamic and fresh in problem solving, while providing necessary life skills. I am excited about teaching and welcome the opportunity to discuss with you further my interest and experience.

Sincerely,

Bertram M. Hunter