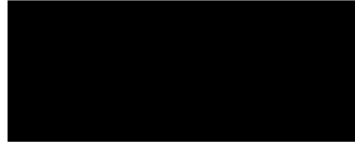


10:00 AM
7-17-08

Robin D. Grimes



July 14, 2008

Erie County Technical School
Human Resources Department
8500 Oliver Road
Erie, PA 16509

Dear Sir or Madam,

I am interested in the position of reading coach which was posted in Sunday's *Erie Times News*. Having taught in a vocational education system prior to moving to Erie two years ago, I am familiar with the particular needs of students preparing to go directly into the work force after high school.

In addition to being certified as an English teacher, I have taken a number of courses toward my reading certificate. Also, I have worked as a long term substitute reading resource teacher.

I would welcome an opportunity to talk with you further about this position and my teaching experiences at Great Oaks Vocational School in the Cincinnati area. Thanks for your consideration.

With Kind Regards,

A handwritten signature in cursive script that reads "Robin Grimes".

Robin Grimes

Robin D. Grimes

OBJECTIVE

To obtain a position as a tutor or part-time instructor.

CERTIFICATION

Currently hold certification to teach English, 7-12 in Ohio and Pennsylvania.

QUALIFICATIONS

- Experience as a teacher, tutor and a long-/short-term substitute, grades K-12.
- 10 years experience teaching English composition and Literature to college students.
- Planned and taught courses in Reading and Critical Thinking at the college level.

EDUCATION

University of Cincinnati, Graduate Program in Literacy
Course work in Reading, K-12

University of Vermont, Burlington, VT
M.A. in English, 1990 – Graduate Teaching Fellow

Xavier University, Cincinnati, OH
B.A. in English, 1984

EMPLOYMENT

- 2005-2006** *Great Oaks Institute of Technology and Career Development*
Taught 11th grade English, using technology such as I-Boards and the computer lab to plan and teach the curriculum.
- 2003-2005** *Wyoming City Schools & Deer Park Public Schools, Cincinnati, OH*
Worked as a long and short term substitute teacher, K-12. Planned and Implemented lessons according to district curriculum.
- 1995-1997** *Adjunct Instructor, University of Cincinnati, Raymond Walters College*
2000-2003 Taught English composition using rhetorical models and portfolio management, as well as introductory literature courses.
- 1992-1994** *Adjunct Instructor, Mt. Ida College, Newton Center, MA*
Taught Freshmen English. Created a syllabus that met the needs of students at risk and traditional students.
- 1991-1993** *Production Editor, Kluwer Academic Publishers (Springer), Norwell, MA*
Coordinated the production process and schedules for 13-14 books and journals simultaneously, from manuscript to bound book. Corresponded daily with authors, editors, and manufacturing suppliers in planning projects and troubleshooting problems.
- 1993-present** *Freelance Copyeditor*
Edit manuscripts for language and format for individual authors and academic presses.

REFERENCES

Nancy Mulvy, Dean, Diamond Oaks Campus -- (513) 574-1300
Sarah Fopeano, Intervention Specialist, Wyoming City Schools -- (513) 761-6767
Donald O'Meara, Assistant Dean, Raymond Walter's College -- (513) 745-5661