

Letter of Interest

To whom it may concern,

I am writing this letter to express my interest in being the Pottawatomie Township Treasurer. The current members have asked me to take this position in order to serve our community. I would love to be able to help my hometown out in ways they need. I respect the members of our community and am pleased to be able to help.

Some qualifications I have include that I am currently a 2nd grade teacher at Trojan Elementary School. I have been teaching for 26 years. I enjoy teaching kids to learn. I am very reliable and honest which is how I became a teacher. I have served as an adult leader in several organizations. My daughter was actively involved in 4-H and I served as an adult leader for a few years ensuring their safety on trips and participating activities. I also was on the Finance Committee for our local club. Each year the treasurer would turn in their books to us for a committee to review for any errors or unusual transactions.

Thank you for your consideration of me for this position. I hope to be able to serve my community by fulfilling this position. Thanks for your time.

Sincerely,

Sandra Shippy