

REDACTED

The Master,
G.G.S. Highton,
Gnarwarre RMD,
Mail Centre,
Geelong, 3221.

Dear John,

I am writing to inform you that I am applying for a position of Assistant in the Boarding House for 1988.

As I have told you I will be completing my Diploma of Teaching course at Burwood next year on a part-time basis. I believe that by working at Highton while I am completing my course I will be utilizing my time constructively for my future career.

My previous experience with the Boarding House and the School as well as the further education in primary teaching so far attained at Burwood and the gaining of my Austswim Teacher's Certificate, Senior Swim and Survive, Bronze Medallion, Basic Skills Award in canoeing, and my completion of an Outdoor Education elective will all be, I believe, of great benefit to the School and the Boarding House.

If I am offered the position I would require one or two days a week to attend lectures and tutorials at Burwood. As I am not yet aware of the time-tabling for next year I cannot inform you of the exact time I would need each week.

If my application is successful I look forward to working with you and your staff and the children in 1988.

Yours sincerely,

Phil Trutmann.