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Burnaby, BC
V0V L0L

November 22, 2016

Ms. Lisa Chu
Associate Dean of the Laboratory and Allied Health Programs
British Columbia Institute of Technology
3700 Willingdon Avenue,
Burnaby, BC
V5G 3H2

Dear Ms. Chu:

RE: Job Application for Temporary Instructor (Posting Number: 16SF262)

I would like to be considered for the position of Temporary Instructor that is currently available in the BCIT Environmental Health Technology program. With my sound educational background, valuable work and instructional experience, I believe that I am the best candidate for this job and I am very excited about this opportunity to make a positive impact in your program using my knowledge and skill sets.

In my twelve years as an Environmental Health Officer (EHO), I created and utilized various innovative educational tools, such as realistic hands-on food handling training, educational pamphlets and guidelines. I administered over 150 FOODSAFE (Level 1) courses privately as a freelance instructor. My interactive approach when teaching as a guest lecturer in various BCIT's Environmental Health program courses, such as Introduction to Environmental Health, Human Relations, Health Promotion and Food Processing, was complemented by many instructors. It helped engage with and created better learning environment for students. My active involvement in the student practicum training has allowed me to demonstrate my creativity by creating an interactive case study on an outbreak investigation. Students need to use their critical thinking skills and utilize appropriate progressive compliance tools. I received numerous recognitions from more than 20 practicum students, and am proven to be a great coach and mentor to them to become professional EHOs in their careers.

My outstanding leadership and collaboration skills demonstrated during my term as the CIPHI – BC Branch President led to the achievements of legislating the C.P.H.I.(C) credential in the BC Public Health Act. In addition, I have strengthened the relationship with BCIT's Environmental Health program. With the collaboration of the branch executives, I have created two successful web-based education seminar series in 2013 for practicing EHOs without adding substantial financial burdens to health authorities in BC. Enclosed is my resume for your kind consideration.

I would greatly appreciate the opportunity to meet with you to further discuss the needs of your institute. Please feel free to contact me at (604) 123-4567 or e-mail me at xxxxx@ubc.ca. Thank you for your precious time to consider my application. I look forward to hearing from you.

Sincerely,

Gary Tam, B.Sc., B.Tech., C.P.H.I.(C)
Environmental Health Officer

Enclosure