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March 5, 2011

Trailer Estates Board of Trustees
1903 69th Avenue West
Bradenton, FL 34207

TO WHOM IT MAY CONCERN:

I would like to be considered for the trustee opening. I worked for Peoria Public School District 150 for 24 years. My duties were varied. My last position was administrative accounting clerk, I made bank deposits, wrote checks, etc., prior to that I was an accounts payable clerk. As accounts payable clerk I was responsible for paying purchase orders. I also worked in a high school as a data entry clerk and records clerk for 14 years. I dealt with students and parents in all types of situations. I retired on March 26, 2004 and moved with Mike to Trailer Estates. I am proficient with a computer. I have certificates in Microsoft Word and Excel. I am willing to work hard for the people of this district.

Thank you for your consideration.

Sincerely,