

M E M O R A N D U M

To: Dr. ?
Chair, Search Committee
From: Scott McLeod, J.D., Ph.D.
Co-Coordinator, Urban Educational Leadership Program
Assistant Professor, Educational Administration Program
Date: October 31, 2001
Subject: Additional application materials

Dr. ?,

Please find enclosed some additional materials that may be useful to the search committee as it evaluates my candidacy for your opening in Educational Leadership Studies. If there is anything else you or the committee would like to receive from me, please let me know. As I stated in my letter of application, I am very interested in this position and will be pleased to do whatever I can to enhance my candidacy.

Thank you.