

Linda Heatherton

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Friday, 17th April 2015

Marion Carmichael
Managing Director
Lord of the Rings Tours
37 Shotover Street
Queenstown 9300

LOTR / Hobbit Tour Guide – Expression of Interest

Dear Mrs Carmichael

I would love to help visitors experience the filming locations for *The Lord of the Rings* and *The Hobbit*. I have a passion for the writings of JRR Tolkien and I loved the way these great books were transformed for the screen.

I will bring to the position:

- A thorough knowledge of both works that comes from using them as major texts for secondary English and drama classes for more than 10 years
- Commitment to providing the highest possible level of customer service
- The ability to think on my feet and to solve problems quickly and decisively as they arise; a can-do attitude
- The people and communication skills to engage and motivate people to participate enthusiastically in the programs that I lead

My thorough knowledge of *The Lord of the Rings (LOTR)* comes from reading it at least 5 times and *The Hobbit* three times just for my own pleasure and from using *LOTR* as a major text for years 9 and 10 English and Drama since filming began in late 1999.

Customer service in the teaching profession means providing excellent teaching service to students and advice to their parents. I have an absolute commitment to both and my success in this area is demonstrated by the excellent rapport I have with both students and their parents.

The best example demonstrating my cheery, can-do attitude and effective problem solving skills is probably the fact that I have directed the school

musical for the past 7 years. This involves staying calm and positive when things go wrong, motivating the 20 or more students in the cast and stage crew and encouraging rather than chastising them when they make mistakes. It also requires quick thinking to quickly resolve the frequent problems inherent in such a venture.

Through teaching, interacting with other staff members and through talking to parents, I have developed strong interpersonal and communication skills. As a teacher, I work autonomously but I am always aware that I am part of the team at Wakatipu High. The relationship that I have developed with my colleagues is testimony to my success in this area.

I have travelled a little in China and I have a very basic understanding of Mandarin.

I have researched the requirements for a P licence and I am confident that I would be quickly able to obtain one. I am a good, careful driver and a 'fit and proper person'.

My résumé gives a more detailed outline of my background and the qualities and qualifications that I would bring to the position and an insight into my bright, cheery, can-do attitude.

Yours sincerely

Linda Heatherton