

Dear Mrs. Andrew,

I have read and agree to comply with Course Instructor Guidelines, NETC Code of Conduct, Human Dignity Statement, Statement of Work, Instructor Eligibility Notice, and any other requirements set forth by the Course Manager and Emergency Management Institute (EMI).

I would like to submit my resume and supporting documentation to be considered as a qualified instructor for

**Course code and title**

**Position**

Sincerely,

