Your Name

123 Cherry Lane

Bartlett, TN 38134

901-333-3333

email

April 24, 2014

Mrs. Candice Jones, Director

Bartlett Childcare Center

123 Bartlett Blvd.

Bartlett, TN 38135

Mrs. Jones:

My name is Joe Smith. I am applying for the Assistant Pre-K Teacher position. I attend Bartlett High School and I have taken two courses that have taught me how to care for children. I made an A average in Child & Lifespan Development, which taught me how to care for infants, toddlers, etc. I learned about the various milestones physically, intellectually, & socially of each age group. I have also taken Early Childhood Education, which taught me how to train preschoolers to be ready for kindergarten.

I am a hard worker. I believe I can do anything I set my mind to do. I believe in being prompt, and an excellent student that continuously strives for success.

I would greatly appreciate the opportunity for an interview at your earliest convenience. Thank you.

Sincerely,

Joe Smith

Word Document or Pages, Times New Roman Font, Size 12, Black font, Please elaborate, use complete sentences & proper grammar/sentence structure. No slang, abbreviations or informal language.