

Melanie T. Student

mtstudent@fakeemail.com
111-222-3333

Sample

December 9, 2015

Ms. Lynda Campbell
Director, Kiddy Academy
1234 5th Street
Denver, CO 80227

Dear Ms. Campbell,

I read with interest your job posting for an Early Childhood Teacher at Kiddy Academy. In addition to my resume, I wanted to provide you with some more details about my background as to why I am an excellent candidate for this position and worthy of your future consideration.

As an intern at the Little Ones School, I regularly planned activities for 2-5 year olds, individually tutored children, and communicated effectively with parents. On numerous occasions, parents highly rated my thoughtfulness, creativity, and ability to work with young children. Additionally, I developed or improved activities and resource areas at the school. For instance, I revamped the classroom's library corner, involving the students in "decorating" the new space, which fostered teamwork and pride in their individual contributions. My supervisor also has commended me on the high quality of my judgment and critical thinking. I am fluent in Spanish, as well, which was an asset to the school's population as we had many Spanish-speaking children enrolled in the center.

I am eager to further my skills in working with young children in an educational capacity. I am devoted to the well-being of young children and strive to prepare them for success in elementary school and in life. My maturity, organization, creativity, and my ability to work well with children, parents and staff make me a strong candidate for the teaching position at Kiddy Academy.

I would look forward to talking with you further about how I can meet the needs of your academy so please feel free to contact me for an interview at the information listed above. Please note I will reach out to you within the week to see if you have any additional questions or should you want to schedule an interview at that time. Thank you for your attention and consideration of me for this position.

Sincerely,

Melanie T. Student