

## MARY JONES

123 Any Street, Any City, State 55555

(123) 555-1234  
Cellular/Messages: (123) 777-5678  
e-mail: MaryJones@earthlink.net

September 17, 2009

Mr. Rob Jones  
Chief Executive Officer  
Los Angeles Preschool Center  
123 Center Street  
Los Angeles, California 90000

Dear Mr. Jones:

I am most interested in your opportunity for a Preschool Teacher in Los Angeles. After working six years with one of the finest preschools in California, they have decided to close their school. Consequently, I am looking for a new challenge in preschool education. I noted your requirements and feel that my training and experience are a perfect fit, specifically:

**You require:**

Associate Degree or 12 E.C. credits

Two years' experience

Passion for children's care and development

Parent-teacher relationships

Curriculum preparation

Activity skills

Collaboration

Languages

**My experience:**

Possess 60 E.C. credits from Pasadena City College.

Ten years' experience working with more than 2,400 infants and children up to five years old.

One of many comments from one of my student's parents: "Thank you Mary for your loving care and attention to Charlie."

Maintain harmonious relationships with each child's parents on a daily basis.

Prepared and implemented curriculums on a weekly basis in collaboration with other teachers.

Fully knowledgeable about a broad range of child- teacher activities, including events, crafts, art, music, reading, field trips, playing and social behavior.

Supervise daily, 10-12 children (infants, toddlers and preschooler) while working with other teachers.

English and Spanish.

I would be delighted to learn more about your school, its program and your need for a proven, professional teacher, and look forward to hearing from you soon.

Sincerely,

Mary Jones

Enclosure: resume

P.S.: At the right time, I can provide references to meet your highest expectations.