

MARY JONES

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Date

Mr. <<specific first and last name>>
Company
Address
City, State Zip

Dear Mr. <<specific last name>>:

Because my present employer is closing its preschool, I am in the process of seeking a new preschool teaching opportunity where I can use my skills in:

- Teaching preschoolers:** Ten years' experience working with more than 2,400 infants and children up to five years old.
- Parent-teacher relationships:** Maintain harmonious relationships with each child's parents on a daily basis.
- Curriculum preparation:** Prepared and implemented curriculums on a weekly basis in collaboration with other teachers.
- Activity skills:** Fully knowledgeable about a broad range of child-teacher activities, including events, crafts, art, music, reading, field trips, playing and social behavior.
- Collaboration:** Supervise daily, 10-12 children (infants, toddlers and preschooler) while working with other teachers.
- Languages:** English and Spanish.

On the chance that we may have areas of mutual interest, I will be calling you in a few days and look forward to speaking with you.

Sincerely,

Mary Jones

Enclosure: resume

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