

Sample Cover Letter

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February 22, 2003

Dr. Michael Jr. Rhodes
Principal, Wolftrap Elementary School
1205 Beulah Road
Vienna, VA 22182

Dear Dr. Rhodes:

I enjoyed our conversation on February 18th at the Family and Child Development seminar on teaching young children and appreciated your personal input about helping children attend school for the first time. This letter is to follow-up about the Pre-school Teacher position as discussed at the seminar. I will be completing my Diploma of Early Childhood Education in May of 2006, and will be available for employment at that time.

The teacher preparation program at St. Joseph's College of Early Childhood Education includes six hundred hours practicum. Last semester I taught preschool class and this semester, school age class. These valuable experiences have afforded me the opportunity to:

- develop lesson plans on a wide range of topics and varying levels of academic ability,
- work with emotionally and physically challenged students in a total inclusion program,
- observe and participate in effective classroom management approaches,
- assist with parent-teacher conferences, and

Through my early childhood education courses I have had the opportunity to work in a private day care facility, Rainbow Riders Childcare Center, and in St. Joseph's College's Laboratory School. Both these facilities are Department of Community Services approved and adhere to the highest standards. At both locations, my responsibilities included leading small and large group activities, helping with lunches and snacks, and implementing appropriate activities. Both experiences also provided me with extensive exposure to the implementation of developmentally appropriate activities and materials.

I look forward to putting my knowledge and experience into practice in the public school system. Next week I will be in Vienna, and I plan to call you then to answer any questions that you may have. I can be reached before then at (540) 555-7670. Thank you for your consideration.

Sincerely,
(handwritten signature)
Donna Harrington

Enclosure