

COVER LETTER SAMPLE

August 19, 2014

Carmine Castro
Director
Carebear Childcare LLC
123 Strawberry Lane
Brooklyn, NY 11225

Dear Mr. Castro,

This is a letter expressing my interest in the position of Lead PreK Teacher beginning this September. I have three years of experience as a childcare provider and two years as a Lead Assistant Teacher. I have a BA in Early Childhood Education from Brooklyn College and will be NYS certified B-2 by August 2015. My passion for students and my ability to support development of core developmental benchmarks is a match for your organization.

Currently, I am the Lead Assistant at Knowledge LLC in the PreK classroom. Each week, I create the literacy and diversity curriculum for the classroom. This includes oral storytelling, read aloud, and emerging writing activities. I also make sure parents feel welcome in the morning by greeting them and giving comprehensive daily reports on their child's experiences.

My training includes professional development and mandated trainings. I am regarded as a team player and highly dependable. My skills are outlined, but not limited to:

- Advanced Spanish fluency
- Philosophy of learning through play
- Creation of hands-on-activities
- Teaching Strategies Gold and student portfolio maintenance

I am available for immediate interview and look forward to sharing my skills with your students, families, and staff. I can be contacted at (718) 222-2222 or jcombs@gmail.com. Thank you in advance for your consideration.

Best Regards,

Jessie Combs
Educator