

Name

Date

Sample Cover Letter

Mary Jane (Janie) Jones
320 Washington Street
Fond du Lac, WI 54935

November 20, 2005

Ms. Susan Brown
Child Care Director
Children First Day Care
327 Mill Avenue
Fond du Lac, WI 54935

Dear Ms. Brown:

I am interested in the full-time child care teacher position, which was advertised in the *Action Advertiser* on November 15. I have recently received a technical diploma in child development from Moraine Park Technical College.

In addition to the teaching methods I learned during my educational training, I also worked at the technical school's in-house day care and had a part-time position at Kids Are Precious in the afternoons and during the summer. I worked with children of varying age groups. This job encouraged me to be flexible and creative as I developed my child care/teaching skills.

I would appreciate the chance to interview for the open position. Please contact me and arrange an interview to further discuss my qualifications for this position. Thank you for your consideration.

Sincerely,

Janie Jones

Mary Jane (Janie) Jones
(920) 555-9290