

64 Juniper Court
Clearwater, FL 34624

January 25, 2005

Ms. Elizabeth Perez
Executive Director
Briarwood Day Care Center
1882 Briarwood Lane
Clearwater, FL 34624

Dear Ms. Perez:

Please consider me to fill your educational assistant position working with pre-school children. I have enclosed my resume for your review.

I am presently working toward a degree in psychology. I have volunteered in Head Start programs and provided services at the Montessori School. I now volunteer part-time, learning the needs of hearing impaired children. My career goal is to establish a day care program within a large corporation so that employees can spend more time with their children.

I would appreciate the opportunity to tell you more about my qualifications and will call in a few days to see whether an interview might be arranged. If you need to reach me, my home telephone number is 813-123-5185. Thank you for your consideration.

Sincerely,

Jamie Small

Jamie Small

(Adapted from JIST Works, Inc. 1995)