Donna Cherokee

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| [Street Address] New York, NY 55900 | [Email Address] yourname@vmail.com | Mobile Phone: 444-333-2222 |
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**Today’s date**

Ms. Abigail Indy

Camp Gr8 Tyme

Street Address, City, State, Zip

**Re: Camp Counselor**

Dear Ms. Indy,

I was really excited to hear from my friend Lizzy Kernel that you’re looking for more camp counselors this summer.   
I’m enclosing my resume along with this cover letter so you can see that I’ve had experience working with kids – in camp, in babysitting jobs, and in volunteering in after school programs.

In addition to leading a bunk of children of elementary or secondary school age, I’m also good at:

* Arts and crafts – I love painting, pottery, weaving, and just about anything else I can use my hands with!
* Drama – helping put on a camp play at the end of the season
* Storytelling – either around the campfire or to get children to go to sleep at night

I really enjoy the great outdoors and am able to pass on my love of nature to the children. I’ve taken first aid courses but understand the value of prevention.

Please let me know when it would be convenient to come to discuss the possibility of my working in your camp further.

My phone number is 444-333-2222, or you can email me with a good time and I’ll fit my schedule around yours.

Thanks!

Donna Cherokee