**Adele Moss**

**[Street Address] ⬩ New York, NY 55900 ⬩ CELL: 222-444-6868⬩ [ Email Address]**

**Today’s date**

Mr. Edward Prince

XYZ School

Street Address, City, State, Zip

**Re: Kindergarten Teacher Position**

Dear Mr. Prince,  
In answer to your advertisement for a kindergarten teacher, I am enclosing my resume. I have been teaching kindergarten children here in California for thirteen years, and enjoy every day. I love learning about our world with children and receive much gratification from seeing how they develop each month, growing more aware of academic concepts, social behavior skills, and self confidence.

I have a Bachelor’s degree in Early Childhood Education and periodically attend first aid refresher courses. I take enrichment sessions in new methodologies for enhancing reading readiness and keep an open mind when communicating with parents concerning the particular needs of their children.

My current job highlights include:

* Planning lessons that encourage intellectual growth, emotional awareness, a thirst for learning, and an enjoyment of trying out new materials
* Supervising recess and snack time to ensure safety
* Keeping pace with the state requirements of the kindergarten year so that all children are ready to enter first grade the next year

It would be my pleasure to discuss my lesson plans and methodology further with you in person and hear what emphasis your school endeavors to inculcate in the kindergarten level.

You can reach me at 222-444-6868, or at [your email address].

Thanking you for your time,

Adele Moss