Barbara Cooper

[Street Address] New York, NY 55900◼ [Email Address] ◼ 555.555.5555

**Today’s date**

Ms. Carol Harris

ABC Preschool

Address, City, State, zip

Dear Carol Harris,

Re: Job Post – Preschool Director

Springfield needs its children to shine! Quality education begins at a young age and having the right programs in place can give children the head start they need to succeed in life.

Pursuant to your advertisement in the Springfield News, I am applying for the position of director of early childhood enrichment activities.

For the past 11 years, I have been running programs for preschool children in the Greater Springfield area, focusing on activities that contribute to broadening their intellectual abilities while encouraging good motor skills.

My responsibilities included:

* Choosing enjoyable activities for the children which would give them a head start when they began school (in academic areas and sports).
* Periodic supervision of these activities.
* Organizing the feedback received to incorporate them into future programs.

Out of all children who attended our preschool programs, 93% went on to become class leaders, and 99% of parents expressed high levels of satisfaction with our programs.

I would be happy to meet with you to further discuss the various programs I implemented and to learn how I can contribute to your clientele.

Sincerely,

Barbara Cooper