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| **Sandra Clark** | C: (555) 555-5555, H: (444) 444-3333  yourname@vmail.com  [Street Address], New York, NY 55900 |

**Today’s date**

Mrs. Nancy Baker  
ABC Preschool

Address, City, State, zip

Dear Nancy Baker,

Your kindergarten teacher, Mrs. Smiley, informed me that you’re looking for an experienced preschool teacher for your nursery division, and recommended that I send you my resume (attached). She knows me personally and offers to speak with you on my behalf and answer any questions you may have.

My 15 years of working with children have reinforced for me the need for patience, warmth, and setting a positive example.

I use the psychology courses I learned in my BA of Early Childhood Education to motivate children to cooperate with each other and treat their classmates with respect, as well as to encourage their wonderful creativity and curiosity to learn more about their world.

Same parts of my daily responsibilities include:

* Reading stories
* Leading arts and crafts projects
* Teaching the basic concepts that children will need in kindergarten (colors, numbers, etc.)
* Supervising unstructured play and structured games I communicate well with the children and their parents
* Alert parents to possible areas of concern in their children’s cognitive, emotional, or physical development.

I prepare my own classroom materials or use what is provided by the preschool, and ensure that the premises are safe and clean.

I will be happy to come for an interview and am waiting to hear from you.

Thank you much!

Sandra Clark

Enclosure : Resume