

Emily Employee
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April 30, 2008

Mrs. Darcy Director
School Director
Sunshine Smiles Preschool
1425 Live Oak Blvd.
Yuba City, CA 95991

Dear Mrs. Director:

Thank you for your time yesterday. I enjoyed meeting with you and having the opportunity to interview for the Teacher's Aide position available within your school.

I was very impressed with the organization of your establishment. I enjoyed hearing about your training program and the efforts you take to welcome new employees.

I am certain that I can do a great job for you and I am ready to begin right away. My positive attitude and prior experience in child care would be an asset to your classroom. I hope you will give me the opportunity to prove myself. I look forward to hearing from you.

Warmest regards,

Emily Employee

Enclosure: Resume