

**Surjit Employee**  
2020 Merritt Way  
Yuba City, CA 95993  
(530) 555-5555

February 2, 2013

Ms. Darcy Director  
School Director  
New Adventures Preschool  
1425 Live Oak Blvd.  
Yuba City, CA 95991

Dear Ms. Director:

In response to your recent advertisement, please accept this letter in application for the Teacher's Aide position currently available within your school.

As you can see from my enclosed resume, I am a senior at River Valley High School and will graduate in June of 2013. My experience in early childhood education was while working as a Teacher's Assistant at Mahal Plaza Children's Center this summer. In addition, serving as a babysitter for a neighborhood family has provided me greater opportunity to learn various facets of caring for children. My personal attributes and experience with children make me an excellent candidate for this position.

I would appreciate the opportunity to discuss my skills with you at a mutually convenient time. I can be reached in the evenings after 4:00 p.m. Thank you for your consideration.

Respectfully yours,

Surjit Employee

Enclosure: Resume