

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

February 12, 2013

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

Dear Ms. Director:

Thank you for your time yesterday. It was my pleasure meeting with you and having the opportunity to interview for the Teacher's Aide position currently available within your facility.

The classroom management of your center and how happy the children are there was very impressive. Hearing about your training program and the efforts you take to welcome new employees was much appreciated.

My experience has shown me that being multilingual will be of benefit to your program in communicating with the clientele. I am certain that I can do a great job for you and am ready to begin right away. I hope you will give me the opportunity to prove myself and look forward to hearing from you.

Enthusiastically,

Surjit Employee