

Jane Doe

123 Street Rd. City, XY 00000 ■ 111-555-0000
janedoe@yahoo.com

Date

Name

Title

Company Name

Address

City, State ZIP

Dear (Name or Hiring Manager):

If you are looking for a driven, dedicated, and hard working employee, look no further than the enclosed resume. After reading your requirements for the (Position Title) opening, I am certain of my ability to excel in this capacity.

Throughout my career of educating children, I have established a reputation as a patient and warm educator that is committed to furthering standards of excellence. I also have a background in graphic design which benefits the children when it comes to visual aids and I look forward to bringing these strengths and more to the team at (Company Name).

Please consider the following highlights of my past achievements:

- Awarded 2018-2019 Outstanding Support Employee for Gonzales Middle School
- Conceived visuals and models in the classroom, so that the children could better understand lessons and concepts
- Medication trained through Ascension Parish school board

I look forward to meeting with you and learning more about your goals for this position and (Company Name). Until then, thank you for consideration.

Sincerely,
Jane Doe