

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

February 12, 2010

Ms. Darcy Director
School Director
New Adventures Preschool
1425 Live Oak Blvd
Yuba City, CA 95901

Dear Ms. Director:

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

I was very impressed by the classroom management of your center and how happy the children are there. I enjoyed hearing about your training program and the efforts you take to welcome new employees.

I believe 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. I look forward to hearing from you.

Enthusiastically,

Surjit Employee