Aubrey Applicant

123 Main Street, Anytown, CA 12345 · 555-555-5555 · aubrey.applicant@email.com

September 1, 2018

Catherine Lee

Director, Human Resources

Sunny Days Daycare Center

123 Business Rd.

Business City, NY 54321

Dear Ms. Lee,

I am writing regarding the opening you have listed for a lead toddler teacher at Sunny Days Daycare Center. I was glad to see you have an opening because I have recently finished my bachelor’s degree in primary education. However, I’d prefer to focus on pre-schoolers.

While attending Western College I worked part-time at the Pumpkin Patch, a daycare center near the college. During this time, I developed the teaching skills needed for working with young kids, including patience and the ability to create simple lesson plans. I was able to work well with my fellow teachers. Furthermore, I was given a temporary lead position in the pre-K section while the regular lead was on maternity leave, so I know I’m ready for the responsibilities of this role.

I’ve attached my resume, and you can contact me by email (aubrey.applicant@email.com) or by cell phone (555-555-5555). I look forward to meeting with you about this exciting opportunity.

Sincerely,

Aubrey Applicant

**Subject:** Aubrey Applicant - Store Manager Position

I’m writing to apply for the position of store manager at Video Game One, as listed on the career page of your website. I was excited to see this opportunity because I have two years experience as an assistant manager at a Frozen Solid Yogurt Shop.

The listing requirements fit my skillset perfectly. I have excellent communication and people skills and I have managed schedules and employees for two years.

In addition, while in college I worked part-time at a computer and gaming console repair shop and I was on the college’s League of Legend’s team for three years. I’ve attached my resume for your consideration.

You may contact me by email at aubrey.applicant@email.com and I will contact you next week to see if we can find a time to discuss this opportunity.

Sincerely,

Aubrey Applicant

123 Main Street

Anytown, CA 12345

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