4111 Merchantile Drive  
  
Your City, PA 16111  
  
(000) 237-000  
  
Date  
  
  
  
Margaret W. Willis  
  
Director  
  
Peach Tree Day Care Center  
  
7120 Greenwood Ave.  
  
Beltville, MD 21000  
  
  
  
Dear Dr. Willis:  
  
  
  
Having worked in three day care centers as a volunteer and student intern, I was quite excited to learn from Professor Jan Jenkins that you have an opening for a teacher at Peach Tree Day Care Center. I would very much like to be considered for that position and feel qualified for several reasons  
  
  
  
According to Dr. Jenkins, you are interested in incorporating educational objectives into play programs. I am not only committed to such an approach but, as my enclosed resume illustrates, I have had the opportunity to design and implement such programs at two different day care facilities. Children, teachers and parents were all enthusiastic about how educational yet captivating these sessions turned out to be, and I thoroughly enjoyed both planning them and working with the children.  
  
  
  
I was also informed that Peach Tree Day Care Center is heavily used by African-American and Hispanic families and that you strive to meet their unique needs. In addition to studying the culture of urban minorities, for the past two summers I have also been a “Big Sister” for two African-American children, ages 4 and 6, living in Philadelphia.  
  
  
  
I would appreciate the opportunity to discuss these and other experiences with you and to find out more about Peach Tree. Spring break lasts from March 27 through April 2. Would it be possible to meet with you some time then?  
  
  
  
I look forward to hearing from you soon.  
  
  
  
Sincerely,  
  
Michele Strada