Gloria Lau

87 Washington Street Smithfield, CA 08055 · 555-555-5555 · gloria.lau@email.com

September 1, 2018

Ms. Rachel Lee   
Smithfield Elementary School   
123 Main Street   
Smithfield, CA 08055

Dear Ms. Lee,

Thank you for taking the time to review my resume. I am applying for the Prevention Educator position because I am looking to use my degree in Elementary Education, in combination with my Concentration in Sociology, in an alternative way to a traditional teaching position.

I have had the opportunities to work with children and adults of all ages and abilities while I was student teaching for Acme College, substitute teaching in local districts, working as a Museum Educator, and as the assistant trainer at a local riding stable.

I am seeking a career that will allow me to continue working with people in many different ways. I hope you will find that I am qualified for the position you are trying to fill.

If I can provide you with any further information on my background and qualifications, please let me know. I look forward to hearing from you. I can be reached at 555-555-5555 or via email at gloria.lau@email.com

Again, I appreciate you taking the time to review my resume.

Sincerely,

Gloria Lau (signature hard copy letter)

Gloria Lau