

BRITTANY LADINSKY

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May 17, 20XX

Ms. Marie Gonzales
Lead Teacher
Milky Way Preschool
1984 Orbit Way
Portland, Oregon 97888

Dear Ms. Gonzales:

I am enclosing my resume in response to your recent advertisement in PCC's online job posting service for a Preschool Teacher position.

I am wholeheartedly in agreement with your philosophy of making parents true partners in the learning process. To facilitate this, in my position at YMCA Child Care, I participated in monthly parent/teacher meetings that addressed relevant issues and topics. I posted daily schedules and weekly lesson plans on the parent bulletin board, as well as distributed a parent newsletter. I also assisted in developing numerous learning experiences and strategies that affirm and respect family and cultural diversity.

I am eager to further discuss our shared values and how my qualifications may meet your needs. I will call your office on Wednesday, May 26, to check the status of your hiring process and hopefully schedule an interview time with you. Thank you for your time in reviewing my resume.

Sincerely,

Brittany Ladinsky

Enclosure