

1234 Dahlia Court  
Sumner, WA 12345  
(555) 867-5309

May 22, 2000

Tara Kay  
Personnel Director  
Puget Public Schools  
Box 0000  
Seattle, WA 98000

Dear Ms. Kay,

Our mutual friend, Ivan Godajhab, recommended I contact you regarding the opening for an elementary classroom assistant. Ivan told me that you need an assistant who is proficient with computers and who can also help teach and supervise team sports. I understand that the position involves working with developmentally disabled children.

I have very good computer skills including the Internet and Microsoft Office. As a volunteer, I have managed and coached children's sports for five years. For 3 years I coached a Special Olympics Swim Team, which demonstrates my strong commitment to developmentally disabled children, their sports, and their learning.

I would be very excited to work for Seattle Public Schools (SPS). I know that SPS has a great reputation for serving students with disabilities, and I feel that I can play an important part in preserving that reputation. I would like to get together to discuss my skills, and my philosophy about working with disabled children. I look forward to hearing from you.

Sincerely,

Wanda Jobs

encl: resume