7th July 2009

Jack Smith

International School for Children

257 Park Avenue South

Durham, NC 34921

Dear Mr. Smith,

In response to the advertisement your school had posted in JobsOnline.com yesterday, I would like to express my interest to apply for a teaching position.

I have been working as an elementary teacher for four years now. My primary responsibility is handing the children from the 1st grade. When necessary, I also become the reliever of my co-teachers who are on sick and emergency leaves. I also head the parents-teacher organization of the grade schools.

Attached here is a copy of my resume which depicts my passion and devotion for teaching and related stuff. I am hardworking and very enthusiastic with this profession. It is very easy for me to build rapport and connection with my students as well as making and maintaining a good working relationship with my colleagues.

I enclosed a copy of my resume for your perusal. I would like to thank you for taking the time and consideration for my application. Should you need to clarify things and additional documents, feel free to contact me with the contact information indicated at the top. I look forward to having an interview with you soon.

Yours sincerely,

(signature)

Kath Eden

Enclosure Resume.