September 25, 2008

Ms. Tracy McKenzie

Hiring Manager

Dalton Childcare Services

234 Tanney Drive

Foster City, USA 87650

Dear Ms. McKenzie,

I am writing to express my interest in applying for the position of childcare worker on the online job Classified Ads last September 12, 2008. I am planning to work part-time in your organization and specialize in caring for the children aged 6 months to 2 years visiting your health center. I am experienced in this type of work and already have acquired the license to practice in the state.

I have spent five year participating on volunteer work for childcare and development projects by the state government. I also have attended several trainings and seminars involving the latest advancements in the field. More importantly, I love to work with children, which makes me a strong candidate for the job.

I would be very grateful to talk over the job and tour me around your facility. I would be pleased to meet you anytime during weekdays preferably in the early afternoon. You can contact me at (342) 621-2321 and provide me a time and date for the visit.

I am looking forward to have a meeting with you. Thank you for your consideration reading my cover letter and resume.

Sincerely yours,

Carol Marks

Enclosed: resume