**Sample Professional letter**

27th April

Joan Bill

Principal

Bates High School

Dear Mr. Joan

Hello. I am Katherine and I am a teacher by profession. I had seen your advertisement in the newspaper yesterday. I really like your job offer. I am looking forward to know more about the job.

I have just shifted to Kansas. I have been working as a teacher for 5 years now in St. Mathews School. I have good amount of experience and I can assure you that am very good with kids. Considering your job opening is for a teacher at kindergarten level, I will be delighted to work in your school.

I am looking forward to hear from you. My contact details have been enclosed along with my resume. From my end, I can assure you that there will be absolutely no room of disappointment. I will give in my 100 percent to this job. Kids are always a delight to work with.

Thank you

Yours sincerely

Zeta Bones