

SAMPLE COVER LETTER

Jonathan Tam
2589 Sunnyvale Court
Irvine, Ca 92618
(949) 856-0988

Taylor Lee
Orange Coast Unified School District
5698 Willow Court
Irvine, Ca 94122

June 24, 2004

Dear Taylor,

I am very interested in the job position as a Teacher's Assistant. I came across your job posting at the Irvine Youth Employment Services. I feel my work experience and education will be effectively utilized in achieving district goals and objectives.

In my previous experience, I have worked two years in an elementary school as a Teacher's Aide. My duties consisted of supervising children's daily activities, coordinating field trips, and organizing the Parent-Teacher Association (PTA) meetings. I also volunteer at the Marine Baptist church working with children ages 5-15.

Thank you for taking the time to review my application. I would appreciate an opportunity to meet with you to discuss how my experience will best meet your needs. I look forward to hearing from you. I can be reached at (949) 856-0988 or Jtam09@yahoo.com if there are any further questions.

Sincerely,

Jonathan Tam