

1313 Smalltown Lane
Yourtown, TN 37701
October 1, 2011

Peter Jones
Assistant Manager
Happy Time Daycare
774 Mytown Drive
Yourtown, TN 37701

Dear Mr. Jones:

I am writing to apply for the Daycare Assistant position that was advertised in our local newspaper, The Yourtown Journal. I have much experience working with young children and think I would be a good addition to your daycare facility.

I have been a childcare provider for three years, having cared for children ages 4 through 12. My experience includes short-term and long-term positions. By this, I mean that I have babysat for children for one evening or day, and I even cared for a family of four children for three months during the summer.

I hope that you will consider me for this position. You may contact me by phone at (555) 555-5555 or by email at jane.smith@myemail.com. I look forward to speaking with you to discuss my experience and how I can be a good addition to Happy Time Daycare.

Sincerely,

Jane Smith

JANE SMITH

*1313 Smalltown Lane
Yourtown, TN 37701
(555) 555-5555
jane.smith@myemail.com*

AREAS OF MAJOR EXPERIENCE

Childcare Provider

Caring for children ages 6 months to 12 years.
Developing activities for play time and preparing healthy snacks.
Meeting with parents to discuss their child's experiences.

PROFESSIONAL EXPERIENCE

<i>February 2009 to Present</i>	Small World Daycare, Yourtown, TN 37701 Daycare Assistant
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<i>May 2008 to September 2008</i>	Private Family, Smithville, TN In-home Daycare Provider
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EDUCATION

<i>May 2011</i>	John Mills High School, Yourtown, TN Diploma
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OTHER INTERESTS

Running on the Cross Country team.
Acting in school plays with the Drama Club.
Teaching Sunday School to 5th graders at church.

SPECIAL ACCOMPLISHMENTS

Certified in CPR and First Aid.

1111 Main Street
Anytown, IA 50701
October 1, 2011

Susan Johnson
Director
Humane Society
548 First Avenue
Pleasantville, IA 50701

Dear Ms. Johnson:

I would like to apply for the Pet Assistant position advertised by you. I saw the position listed on the Hotjobs.com website. My experience as an Assistant at A.J.'s Petshop has reinforced my feelings that a career with animals is in my future, and I know I can bring many skills from this experience to the Humane Society.

Having worked at A.J.'s Petshop for over a year, I have learned a lot about the skills needed to care for animals. In my job, I am responsible for bathing and grooming the animals our store serves. Doing this, I have learned how to work with a variety of animals and their different personalities. I also work with our customers by helping them find the products they need in the store. This has taught me good "people skills" too.

I would like to meet with you to discuss my experiences and share with you how much I would enjoy working at the Humane Society. You may contact me at (555) 555-5555 or by email at jas@funmail.com.

Yours truly,

John Andrew Smith

JOHN ANDREW SMITH

1111 Main Street
Anytown, IA 50701
(555) 555-5555
John.smith@emailserver.com

PROFESSIONAL EXPERIENCE

A.J.'s Pet Shop, Anytown, IA
Assistant

10/10 - Present

Assisting the owner with inventory.
Working with customers to meet their pet needs.

A. Town Foodstores, Anytown, IA
Cashier & Delivery

5/09 - 5/10

Worked the cash register helping patrons.
Assisted manager in training new employees.
Delieverd groceries to home-bound customers.

EDUCATION

Washington Irving High School, Anytown, IA
High School Diploma

2011

OTHER INTERESTS

Habitat for Humanity, Volunteer
Meals on Wheels, Volunteer

SPECIAL ACCOMPLISHMENTS

Honor Roll for 4 consecutive semesters.
First chair trombone in symphonic band.
Student of the Month, January, 2010.