

Ronald Orick
5201 Grand Avenue
Fort Smith, AR 72904
(479) 788-7019

March 23, 20xx

Joan Smith, Ed.D.
Director of Personnel
Sullivan Public Schools
3205 Washington Avenue
Fort Smith, AR 72902-1948

Dr. Smith:

As a May, 20xx graduate of the University of Arkansas - Fort Smith College of Education I am currently seeking an opportunity in Early Childhood Education. I have excellent supporting qualifications for this position, and would appreciate your careful consideration of my credentials as presented in the enclosed Confidential Placement File.

As my resume indicates, my education and previous work experience have prepared me well for the challenging field of education. In addition, I have classroom experience through my practicum classes and internship. I am confident I have the necessary experience and required skills to be a contributing member of the Sullivan Public Schools.

I would welcome the opportunity for a personal interview. If you need additional information prior to our meeting, please contact me at the above referenced address or telephone number. I look forward to speaking with you.

Thank you for your time and consideration.

Sincerely,

Ron Orick