

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

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