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August 4, 20xx

Ms. Jane Smith  
Human Resource Manager  
ABC School  
1200 West Algonquin Road  
Palatine, IL 60067

Dear Ms. Smith:

I am very interested in in the **Director** position at ABC School posted on Harper College's online job posting system. ABC School has an outstanding reputation for its progressive philosophy, working one-on-one with students and providing a safe and nurturing environment. This is the type of educational environment in which I would like to continue my career.

I have a strong passion for working with early childhood students and believe that my experience as an assistant director and lead teacher will allow me to be a great asset to your team. My qualifications include experience overseeing all areas of planning, administration, evaluation and support services for a school of 250 students and 30 staff members. I am compliant with state licensing standards and instituted an advanced tracking system that has been very successful. Additionally, I recruit, train and provide professional development for the staff.

ABC School is known for its collaborative and imaginative approach to early childhood education and I strongly support that is how to develop students' discovery skills and build self-esteem. I believe that I would complement the ABC School staff.

I look forward to an opportunity to discuss this position with you in person. Please contact me at your convenience if I can provide further information about my qualifications or to answer any questions. Thank you for your time and consideration.

Sincerely,

David Kaplan