


Part-Time Cover Letter Sample

Make sure this information is accurate.



1700 Main Street
Buffalo, New York 14208
January 02, 2018

Ms. Janet Smith
Program Director
Children's Discovery Corner
4635 Union Road
Cheektowaga, New York 14225

Dear Ms. Smith:

I was excited to see your part-time opening for a Child Care Assistant posted on the Buffalo State Career Development Center's website. Your organization has been instrumental in providing day care and after school programs for working families in the Western New York area. My experience as a childcare provider along with my current studies in education and child psychology qualify me as a strong candidate for this position.

Understanding the psychological development of children is a very important part of child care, which I discovered while supervising three children ages 2, 4, and 7. With patience and a natural desire to care for children, I was able to handle the individual needs of each child. As an undergraduate student in the elementary education and reading department, I am also learning about the cognitive, social, emotional, and physical development of children between early childhood and preadolescence stages.

As a child care assistant, I would bring my experience, education, and energy to your team. I look forward to further discussing my qualifications and can be reached at (716) 655-1234 at any time. Thank you for your time and consideration.

Sincerely,

Courtney A. Morris

Courtney A. Morris



Writing Tips:

Notice how the letter begins by showing that the student knows something about child care center. Do your research! This sets you apart from other candidates.

Be sure to write about your relevant skills and experience in your body paragraph(s).

Close the letter by summarizing and ask for some action to be taken, such as an interview.

Remember to sign your name!

Follow-up Letter Sample

1300 Elmwood Ave
Buffalo, New York 14222
September 4, 2017

Ms. Kathryn Reagan
Recruitment and Retention Specialist
Dial America
105 Earhart Drive, Suite 100
Amherst, New York 14221

Dear Ms. Reagan:

It was a pleasure meeting you at the Buffalo State Part-Time Job Luau this past Thursday. I appreciate the insight you provided regarding the Call Center Agent opening. As a result of our meeting, I am even more interested in becoming part of Dial America's growth in the Buffalo market.

I believe my prior customer service experience at Target Corporation coupled with my ability to learn in a fast-paced environment would allow me to quickly transition into a contributing member of your team at Dial America.

I would appreciate the opportunity to further discuss my qualifications for this opening. If I can provide any additional information for you, please contact me at (716) 555-1234. Thank you for your time and consideration.

Sincerely,

Mia E. Logan

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