First Name Last Name

Address

Tallahassee FL, ZipCode

Phone Number

Date

Person you are addressing

Address

Dear Person you are addressing,

I am writing to apply for the Daycare Assistant position that was advertised in our local newspaper, the Yourtown Journal. I have 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 incles short-term and long-term positions. By this, I mean that I have babysat for children for one evening or day, and 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 email@email.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,

Your Name