

Cover Letter

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[[Month Day, Year]]

Attn:

Dear Sir or Madam (Head of Human Resources):

First allow me to introduce myself, my name is Danielle Chidester and I am currently a Student Assistant for the State Water Resources Control Board (SWRCB). I have been employed through this Agency for four years. I am also a student at Sacramento City College where I am currently taking courses in Early Childhood Education, a subject that I am very interested in. I have always been interested in the different stages of development and, although I have no children of my own, I have always wanted to work with children in a way that would be beneficial to their developmental needs. I have also volunteered at a local Boys and Girls Chapter, for a semester, and have assisted in caring for children from the ages of newborn to seven years, nanny/babysitting.

I am about to receive my Associates Degree In fine Arts (Graduating- Spring 2005) and have chosen to continue my career at Sacramento City College, where I hope to complete certifications in infant care, school age child care, as well as an Associate Teaching certification with the emphasis in Art with Children.

I have successfully completed 12 units of Early Childhood Education Courses and have also taken courses pertaining to children under Family Consumer Sciences (FCS 31 Marriage & Family, FCS 34 Child Development, FCS 314 Child, Family & Community).

Please take the time to review my resume and I look forward to hearing from you soon. Thank you for your time.

Sincerely,

Danielle Chidester

Encl.