Anna Stevens,
"Riverside Heritage"
1522 K St. NW, Ste. 820,
Washington, DC 20005-1202,
(202) 466-8185.
Email: annastevens@xyz.com

Date: 21st May, 2011.

Mr. Oliver James,
National School,
257, Park Avenue South,
New York, NY 12345-6789.

Dear Mr. James,

This is to introduce myself to you as a student of International School of Arts (ISA). I'm responding to your advertisement in the local Employment News dated May 20, 2011 for want of a special education teacher for your school.

As you can see in the enclosed resume, I have a very strong academic background in child psychology combined with over five years work experience in Regional School as a Science teacher. My recent position Major School, New York, allowed me to further develop and strengthen my communication skills. I believe that I could make a significant and valuable contribution in your organization.

I look forward to hearing from you, at your earliest convenience, to discuss how my experience and qualification will prove valuable in your institute.

Thank you for your time and consideration.

Sincerely,

Anna Stevens