

LCA  
Lonelle Colleen Adams  
777 Mountain Road  
Temple, GA 30179

February 12, 2008

The ABC Company:

I am interested in the position of after-school program assistant and have experience in child care. I know how to keep a safe and healthy environment for children of all ages and can perform tasks that are assigned to me. I am very considerate and professional when talking on the phone to parents who have questions or concerns about their child.

I am attaching my resume for your consideration. I look forward to meeting with you, and I hope that this will be a successful opportunity for your company, as well as for me.

Sincerely,

Lonelle Colleen Adams