

123 Main Street
Castle Rock, CO 80109
May 2, 2011

Ms. Gail Roberts, Principal
Midtown Elementary School
Castle Rock, Colorado 80109

Dear Ms. Roberts:

I am a member of the Castle View High School Senior Internship program and I am interested in obtaining an internship in elementary education at Midtown Elementary School. I learned of this opportunity through the internship coordinator at Castle View High School. I was a student at Midtown Elementary and my sister is now attending.

I am interested in an internship position at Midtown because I plan to major in elementary education at the University of Northern Colorado beginning in the fall of 2011. I am interested in returning to Midtown Elementary for my internship experience because I have such good memories of my elementary school experience. Several of my former teachers are still employed at Midtown and I would like to work with one of those teachers. I have a great interest in working with children and enjoy my part-time job working in the after school program at Children's World. I am reliable and responsible as evidenced by the fact I have only missed 2 days of work in the last year. I have also taken psychology, child psychology and AP psychology at Castle View High School as student in the Leadership, Global Studies and Communication Academy.

Thank you very much for considering me for an internship position at Midtown Elementary School. Please refer to the enclosed resume for more information about my qualifications for the position. I am very excited about the opportunity for this educational experience. I would be happy to come to Midtown Elementary for an interview. I will follow up by phone or email within the week.

Sincerely,

(Your handwritten signature goes here)

(Type your name here)

Enclosure: Resume