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May 2, 2011

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

Dear Ms. Roberts:

Thank you for the opportunity to interview with you for an internship position at Midtown Elementary School. The interview and the tour of the building made me very exciting about the internship. I especially enjoyed hearing about the exciting learning activities at Midtown Elementary.

I am reliable and responsible as evidenced by the fact I have only missed 2 days of work in the last year and have held the same part-time job at Happy Days Day Care Center for almost 2 years. 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. I easily develop rapport with children and feel I would be able to make valuable connections with the students at Midtown Elementary School. I could work with children in small groups or in one-on-one situations to help students needing extra help.

Thank you very much for considering me for an internship position at Midtown Elementary School. I know I could make a contribution to the learning environment and am excited about beginning my internship experience. I look forward to hearing from you and will follow up within the week.

Sincerely,

Jane Doe