

First Last Name
email
phone number

Company Name
Address
City, State Zip Code

To Whom It May Concern:

My name is _____. I am applying for the teacher assistant position. I learned about this position from _____. I am excited for the opportunity to work with an organization with such a great reputation.

I have completed a foreign degree in _____. Currently I am completing training in _____. I have 1 year experience working as _____. I am very trainable and look forward to working and learning from your organization.

I will still work in _____.

I am enclosing my resume for your consideration. I look forward to talking with you more about my credentials and how I may help your organization.

Sincerely,
First Last Name
Email
Phone number