

February 6, 2007

Sally A. Head
141 Berwick Ave.
Fairfield, CT 06825

Sylvan Learning Center
12 Cambridge Drive
Trumbull, CT 06611

Dear Mr. Keenan,

I recently saw your advertisement for a part-time tutor in the Connecticut Post. As you can see from my resume, I have many years of experience teaching a variety of subjects in many different kinds of classroom environments both in the New York City area and overseas. After taking a few years off to raise my children, I am now ready to reenter the work world on a part-time basis.

I am available to tutor most late afternoons and evenings as well as on weekends. I specialize in teaching elementary math and science, but I also enjoy teaching reading and writing, and I am a certified bilingual teacher in the state of New York.

I have enclosed my resume. I look forward to meeting you and learning more about Sylvan Learning Center.

Thank you very much for your time.

Sincerely,

Sally Head