James Brown

238 Broadway

New York

NY

United States

To

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Sub: Cover letter for the post of Special Education Assistant.

Dear Mr. or Mrs. or Miss HR Manager,

It gives me immense pleasure and great excitement to express my interest in applying for the position of special education assistant in [mention the name of the institution]. I believe that I have got all the required skills and qualifications that are necessary to fulfill all the requirements for this role. The quality of my past experience definitely makes me the best fit in this position.

I have done my bachelor's degree in education from [mention the name of the institution]. I have been in this industry for the last six years. During my time at my previous organization, I was responsible for various tasks. Some of them include providing emotional support to all the students who are in need of it.

I have experience in communicating with student's parents about their needs and personal skills. I also have experience in working with different teachers on lesson planning, management of different classrooms, as well as several education needs.

I state that the above-mentioned information about myself is true to the best of my knowledge and belief. For your kind reference, I am attaching my resume with this application. I hope you will go through it and get back to me very soon as I am really looking forward to this opportunity and meeting you in person. I really thank you for your time and consideration.

Sincerely

From

James Brown

[Handwritten signature]

[Mention the contact details]

[Mention here, if there is any post no to be given]