



# The Anatomy of a Letter of Interest

## For Bright Horizons' Employees

Your letter of interest is a chance for you to share your personality and interest in early childhood education.

### Sample letter

Below are the key items to include in your letter of interest.

1 Start with your name and contact information

YOUR NAME

555-555-5555 | your-email@gmail.com | LinkedIn URL (optional)

2 Date your letter

Today's date

3 Address the letter to your program director

Dear Mrs. Galvan,

4 Include your reasons for applying to the program

As an aspiring early childhood teacher, I am interested in applying to the Early Childhood and Family Studies program at St. Philip's College. I know this program will provide me with the best possible preparation to reach my career goals.

5 Explain your motivation to pursue this program

My interest in being a teacher...

6 Conclude with your commitment statement and your appreciation for consideration

I am excited to begin my college education at St. Philip's College and ultimately earn the credentials to advance my career. I sincerely appreciate your consideration and look forward to receiving the news that I am accepted into this cohort.

7 Sign off with your name

Best regards,  
[Your name]

Once your letter of interest is complete, email it along with your application form, and a copy of certifications earned to:



**Veronica Galvan**, BA, MEd.  
Bright Horizons Program Director  
[vroman6@alamo.edu](mailto:vroman6@alamo.edu)  
[alamo.edu/online/brighthorizons](http://alamo.edu/online/brighthorizons)