

Examples of business letters

[Business](#)



**ASSIGN
BUSTER**

In addition, I worked for several summers at a Sunny Beaches Arts Camp teaching theater, where I staged a play each session. I have student teaching experience on the first and third grade level, in both suburban and urban school districts. I particularly worked with "at-risk" children and careful preparation of lessons allowed me to break down sometimes complicated concepts to simple examples that my young students could grasp. Last year, while studying in Milan, I taught English to high school students.

Managing the difference of abilities among my students proved a difficult, but satisfying, challenge. I tailored actively to maintain the interest of high-level students without intimidating less skilled English speakers. My resume is enclosed. I will forward an official copy of my transcript along with references under separate cover. I will contact you next week to discuss employment opportunities. I look forward to speaking with you. Thank you for your consideration. Olivarez Mammalian Star.

Cruz, Massing City, Southern Elite Philippines, 6600

09095301802[(#)]Com October 05, 2009 The Manager/To whom his may concern Golden Lion Foods (Massing) Corporation Jollied Massing Branch Dung-Tuna, Massing City Southern Elite, Philippines, 6600 Dear Ma'am/Sir: The purpose of this letter is to formally announce my resignation from Golden Lion Foods (Massing) Corporation, Jollied Massing Branch as a service crew, effective one week back this date. This was not an easy decision to make on my part.