Dear Ms./Mrs. Sutton-Cannon,

 My name is Lizzy Garcia.I volunteered at the USC School for Early Childhood Education. I am interested in a career in child development. I would enjoy an opportunity to job shadow you or someone at the school for at least 3 hours. Job shadowing would allow me to learn through experience. .

 I am currently a student at Foshay Learning Center and a member of the Technology Academy. As an assignment I have to complete a job shadow and the first person I thought of was you. Please let me know if and when we can arrange a date and time that I can shadow you while you work.

 Please take the time to look at my resume and digital portfolio ([www.elizabethgarcia1230.weebly.com](http://www.elizabethgarcia1230.weebly.com)). Please note that I have experience in web design, graphic design and Microsoft Office among my other skills.

 I will be available throughout my summer breakfrom June 10th, 2013 through August 2nd, 2013. I look forward to hearing from you.

Sincerely,

Elizabeth Garcia

Foshay Learning Center

e.garcia1230@yahoo.com

(323)392-6068