

Karen Ann Llewellyn

214.802.8211 kallewellyn1020@yahoo.com

March 25, 2009

To Whom It May Concern:


I have worked for the Dallas Independent School District for the last eight years as a teacher assistant. I have managed a copy room at a middle school. I have also worked in the classroom in a support position to the classroom teacher.

Before working with the school district, I worked with several companies such as Banc One, Texas Commerce Bank and Penrod Drilling. I have been a receptionist, as well as reorganized offices and their files.

I have a Bachelor of General Studies with an emphasis in English and Business from Texas Woman's University.

I am looking for a position in which I can use my experience and degree to help your company.

Very truly yours,

A handwritten signature in cursive script that reads "Karen Ann Llewellyn". The signature is written in black ink and is positioned above the typed name.

Karen Ann Llewellyn

