Insert Name
Qualified childcare Assistant

**MOBILE:** 0000 000 000 Insert email address

November 11, 2019

To whom it may concern,

**Re: Early Childhood Educator**

I am writing to express my interest for the position of Early Childhood Educator recently advertised on Seek. With qualifications in the Diploma in Children’s Services, current First Aid, Anaphylaxis, Asthma certificates, working with children check, Child Protection Certificate and food handling certificate.

Please accept here with my application, expressing my interest to become an Early Childhood Educator at your organisation. I believe my extensive experience, as an Early Childhood Educator and professional, knowledge and ability to implement a variety of teaching principals that will support your centre’s philosophy, vision and values would make me an ideal candidate. I am confident I can bring to your organisation my professionalism, along with my nurturing and hardworking nature to provide the a high quality service when working with young children and families.

With 10 years experience working as an Early Childhood Educator I have developed:

Strong communication skills:

* + Ability to exchange information about the children’s development with parents during drop off and pick up.
	+ Maintaining ongoing and positive relationships with parents and staff.
	+ Able to use various approaches and strategies to reassure and calm emotional children so they can re-engage and interact with other children and activities

Sound programming knowledge:

* + Through the use of the planning cycle
	+ Ability to implement EYLF and NQF, through contributing and development of programs for the last 3 years
	+ Active engagement in programming and documenting (story park, learning story and summative)

Enthusiastic, fit and able to perform all duties and responsibilities as a qualified educator:

* + Actively developing and physically engaging in all activities with children
	+ Supervision and interacting with children with a strong focus on providing a quality education program.
	+ Ensuring safe and healthy environment is provided at all times to deliver a high quality service to the children, serving meals progressively with home setting to meet individual needs, cleaning up all dishes and play areas hygienically and resetting room activities frequently.

Good team player

* + Ability to consciously contribute to the programming and implementing to meet the EYLF
	+ Strong interpersonal skills to have open conversations to solve problems within the team or workplace.
	+ Capable of working collaboratively with co-worker to carry out all daily tasks in a collegial and productive manner.

In my current role and as part of a team I am responsible for engaging in daily observation of children. This involves observing children whilst interacting indoors and outdoors, taking note of children’s individual interests, conversations and development in order to support designing the best program. This documentation is then provided to the room leader so as they can develop a wall plan to achieve the five learning outcomes. For example if one of the children was displaying an interest in making music out of utensils, this information would contribute to imbedding a music activity in the program. My long-standing interest in the development of children and my enjoyment in watching them learn, grow and develop is very rewarding for me. My commitment as an Early Childhood Educator comes from my love of this work and my understanding of the importance of providing a safe and vibrant learning environment to support the healthy growth of young children.

As part of the team I am conscious of observing the internal and external play areas in order to meet the supervision ratio for the number of children, provide a safe and enjoyable learning environment and support my team by moving to areas where more staff are needed.

I am a good communicator proven by sharing information with co-workers within the team to complete the daily task and deliver good programs for the children, exchanging information with parents and discussing how we can work together and set goals for their child to support their development and growth. I possess good computer skills and have developed strong time management skills throughout my career.

I am available to work from Monday to Friday.

I would welcome the opportunity for an interview where I can discuss my suitable skills and abilities for this role further. I have enclosed my resume and can be contacted on 0423 943 239 if you have any further questions or to arrange an interview. Thank you for your consideration.

Yours sincerely