



Applying for a job – Example of a Cover Letter

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Teddy Bears Nursery
Department of Human Resources
Lawton Lane
Brighton
BN1 5GH

Dear Miss Brook,

Trainee Nursery Nurse

Please find enclosed my CV for the position of Trainee Nursery Nurse, which I saw advertised in The Argus on the 23rd August 2012.

I have just completed a BTEC Level 3 National Diploma in Childcare and Early Years Education at Northbrook College in Worthing. This has given me a good understanding of the theory and practice of early years' education and the care and development of pre-school age children.

During my Diploma I had the opportunity to undertake two different placements which gave me the chance to observe practice in a range of settings. The first was at 'First Steps' Nursery in Hove where I had practical experience of planning and supervising activities such as outdoor play and arts and crafts, helping children to learn number skills through activities like counting games and providing other activities to develop language skills. I also learnt about the importance of being aware of health and safety and making sure children are safe and the need to observe children and write reports on their progress.

My second placement was at a Play Therapy Centre in West Sussex where I learnt about different creative approaches to promoting the welfare and development of children who have experienced difficulties. I was able to observe therapy sessions and practices such as making use of toys and creative arts, including drawing, clay, sand, movement, music and therapeutic story telling.

I am keen to put my new knowledge, skills and experience into practice and would welcome the opportunity to do this at Teddy Bears Nursery. I am reliable with a responsible attitude as well as being a quick learner and have good attention to detail.

I would be happy to answer any questions you may have or to attend for interview. I hope you can consider my application favourably and I look forward to hearing from you soon.

Yours sincerely

Jamie Marsh