[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

This letter is regarding my interest in applying for the post of Early Childhood Teacher at [XXX Preschool]. As an experienced teacher with three years of teaching experience, I am well-prepared to make a difference in the lives of small children by providing them with a safe and nurturing environment that encourages emotional and physical growth.

[XXX Preschool] is held in high regard for its creative approach in the field of Preschool education especially for kids of age group two to four. Their innovative way of teaching toddlers and encouraging their social, emotional, physical, and intellectual development is inspiring. I am certain that being a part of your Preschool will allow me to upgrade my teaching skills.

I have thorough knowledge in different areas of teaching and have three years of experience in teaching students of various age groups including children of age groups 2-5 years. At my current place of work at [YYY Kindergarten], I am responsible for:

* Ensuring that childcare routines are carried out hygienically.
* Carrying out daily activities and evaluating the effectiveness of child development activities.
* Integrating activities for special needs children in a positive manner.
* Planning and conducting an effective child development program to meet the physical, emotional, and intellectual needs of every child.
* Ensuring the safety of children with constant supervision.
* Operating the classroom in compliance with all state childcare licensing standards.

I am passionate about teaching and children have a special place in my heart. I am certain that my qualifications and work experience, combined with my skills will readily translate to your environment.

Thank you for your time and consideration.

Sincerely,

[Your Name]

**Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com**

**Robert Smith**

**Early Childhood Teacher**