**Robert Smith**

**Preschool Assistant**

**1737 Marshville Road, Alabama, (123)-456-7899, info@qwikresume.com www.qwikresume.com**

[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],

Upon finding your vacancy for a Preschool Assistant, I am excited to put forward my job application. My detailed orientation, multitasking ability, and organizational skills during my experience of 2+ years in a similar post have prepared me to excel in the role.

Presenting my current responsibilities for your review:

* Schedule fun and engaging activities for the students.
* Offer support to the children in carrying out their personal activities.
* Monitor the activities of the children during the mealtime.
* Keep the attendance records.
* Provide assistance to the physically disabled children.
* Ensure cleanliness and neatness in the classroom.
* Resolve the argument between the students.
* Carry out other assigned duties.

I am also proficient at working in a team environment and assisting the other faculty members with their work. My incredible communication skills, friendly attitude, and proven background in working with children make me an ideal candidate for the vacant post.

I am grateful for your attention and consideration. I have enclosed my resume to give an overview of my educational qualifications and role-specific skill set perfectly matching the job requirements. I would appreciate the opportunity for a further round of interviews.

Best Regards,

[Your Name]