**Robert Smith**

***Contact details***

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**Preschool Teacher**

[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],

Through this job application, I want to express my interest in the open position of Preschool Teacher. I have four years of experience in managing students and teaching them effectively. Therefore, I believe I am an ideal candidate for the role.

Following is the list of my current KRAs at XYZ school:

* Plan everyday activities and lessons.
* Create a safe and interactive classroom environment for the students.
* Conduct extracurricular activities such as art and craft, dance, music, etc.
* Share the progress details of the children with their parents.
* Maintain the attendance records.
* Teach moral values and discipline amongst the students.
* Carry out other duties as per the instructions provided.

My competency lies in conflict management, maintaining students' records, and imparting basic social values. Hence, I am sure to exceed your expectations from your next Preschool Teacher.

Thank you for paying a glance at my candidacy. I have enclosed my resume to provide detail on my academic and professional background. I am hoping to have a detailed discussion with you in person.

Best Regards,

[Your Name]



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