

Name Name (applicant)

@.com

Address 1

Address 2

dd Month Year

Name Name (hirer)

Company Name

Address 1

Address 2

Dear ***Name***,

Application for *Job title*** position**

I would like to submit an application for the ***Job Role*** position, as listed on ***job search site***. I have attached my resumé, and have outlined below my skills and experience for the position.

I have been working in business services for several years as an information technology professional. Having worked with numbers for my whole career, I'm ready for a new challenge. I'm particularly interested in early childhood care as I am passionate about education, and the benefits of education, and want to be involved right at the 'grass roots' – with children and helping to provide them with the environment and care to learn and develop.

Because of the shift of working with adults to children, I am currently volunteering in various places not only to gain some experience and knowledge in totally new fields, but also to make sure that I enjoy working with children and have an aptitude for it. I have been volunteering with ***Company Name*** one day a week for the past 3 months and I love it! Once I got past the initial shock of working in an environment that was so different from a 9-5 office job and gaining some confidence working with children rather than adults, I am now finding that I look forward to my day and I am able to relax and enjoy the activities with the children and all of the related activities of the centre. I have also obtained the Working with Children Check, and recently completed a Child Care First Aid Course.

Being a career-change starter in a new industry, I have done a lot of research into the requirements of being a childcare worker (not just reading, but also talking to people already in the industry), and I understand that I will need to undertake the Certificate III in Early Childhood Education and Care (online) and as I have already demonstrated in my previous information technology career, I am committed to continual learning and I am absolutely willing (and enthusiastic) to undertake further study to assist in broadening my skills.

I have demonstrated my ability to be a team player, working closely with a team of three workers at ***Preschool name***. We each have individual duties to perform, but need to deliver a team outcome. At ***Preschool name***, my willingness to jump in and do tasks that need doing has been acknowledged and I can see how the team works there to deliver a day's care and education to the children.

I have excellent written and verbal communication skills. In my previous information technology roles, I produced various written documents, including business emails, reports, meeting minutes and am proficient in MS Word and email for this. In terms of my verbal communication skills, I have a very warm

and inclusive personality which I have found has already been of value at the Preschool I am volunteering at. I am able to build rapport with different people easily and quickly (and have found this useful at the centre when greeting and interacting with parents who don't know me as I am new). I am a very good listener, and able to communicate my ideas clearly and I do this by trying to understand where the person is coming from (using empathy) so that I can better tailor my message. For example, some of the parents are of non-English speaking background, so I need to be succinct and clear in my communication and use simple sentences and plain English words.

I have shown initiative in my approach to changing careers, quitting my full-time job so that I could concentrate on volunteering and my new career. I am reliable, as can be demonstrated in my information technology career, with previous clients commenting that they can always rely on me – not just the quality of my work, but on meeting commitments for deadlines, etc.

Thank you for considering my application and I look forward to the opportunity to discuss my skills and experience further. I am available for an interview at your convenience, and an immediate start. My contact numbers are **** * or **** *.

Yours sincerely,

Name Name