James Brown

238 Broadway

New York

NY

United States

To

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Sub: Cover letter for the post of a nursery teacher

Dear Mr. or Mrs. or Ms. HR Manager,

I am glad to be writing this letter to apply for the nursery teacher post at [mention the name of the institution]. I have always loved spending time with kids, and your school is known to be one of the best in the country for both the kids and the teachers, so it will be an honor if I get chosen to work here. I possess all the desired skills, experience, and educational qualifications to work efficiently.

Being intelligent, smart, and dedicated to academics, I have a prestigious [mention the degree] from [mention the name of the educational institution], one of the top institutions, and [mention the name of the course certificate] from [mention the name of the academic institution]. I have been a rank holder back in my university days.

I worked at [mention the name of the educational institution] for [mention the number of years], and performing there; I fulfilled all my duties as a nursery teacher with absolute perfection. I observed the kids assessing their intellectual, physical, social, and emotional development, planned and implemented age-appropriate lessons and activities that met each child's interests and needs; helped with the daily routines like bathing children or changing diapers; and maintained a safe environment for kids by enforcing several procedures and regulations.

I have strong creative thinking, leadership, and organizational skills. In addition to these, I have exceptional communication skills (both oral as well as written). I wish to, and I am confident that I will acquire more as I continue serving in this field.

Kindly give me a chance to be a part of your reputable family, and I will always make sure that my efforts and hard work prove to be beneficial for it.

Thank you,

From

James Brown

[Handwriting signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]