

## **Cover Letter / Email Template (For Reference)**

**[Full Name]**

Contact No: [Your  
Mobile No]

Contact No: [Your  
Mobile No]

Address: [Your  
Residential Address]

Dear [Name of Employer / HR Staff],

I'm writing in response to a job opportunity listing on NIEC's Preschool Jobs page for the role of a [role title]. I am very interested in this opportunity with [company] and believe that my qualifications, education, and professional experience would make me a strong candidate for the position.

I am a [insert personal characteristics] individual who [add more information on how you can add value to future company or how you would be a good fit in terms of caring for/working with/teaching young children]. [You may insert a short version of your career profile/summary here.]

Enclosed is my resume that more fully details my background and work experience, and how they relate to this job role. As you can see, [pick out a few key details or experiences that align with the specific requirements of the advertised job role].

I firmly believe that I can be a valuable member to your team. I welcome the opportunity to speak with you about this position and how my passion to work with young children would help me value add to your organisation.

Thank you in advance for your consideration.

Kind regards,

[Your name]

## **Sample (For Reference)**

Dear Ms Tan,

I'm writing in response to a job opportunity listing on NIEC's Preschool Jobs page for the role of a Preschool Educator. I am very interested in this opportunity with XYZ Childcare and believe that my qualifications, education, and professional experience would make me a strong candidate for the position.

I am a confident, enthusiastic, and people-oriented individual who can communicate effectively and problem-solve independently. As one who is known to have a cheerful and patient disposition, I believe I am a right fit for this job as a Preschool Educator.

Enclosed is my resume that fully details my background and work experience, and how they relate to this job role. As you can see, my previous work experience as a sales executive and subsequently as a receptionist has provided me with transferrable skills that may be beneficial with my correspondence with my colleagues and with parents.

I firmly believe that I can be a valuable member to your team. I welcome the opportunity to speak with you about this position and how my passion to work with young children would help me value add to your organisation.

Thank you for considering my application. I look forward to hearing from you soon.

Kind regards,

Lina Lim