

## **Sophie Tran**

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[Date]

The Hiring Manager  
XXXX Early Learning Centre  
Carlton, VIC

Dear Hiring Manager,

I am writing to apply for the Early Childhood Educator position at XXXX Early Learning Centre. I recently completed my Certificate III in Early Childhood Education and Care, and I love supporting young children to learn, play and grow in a safe environment.

During my supervised work placement in a long day care centre, I supported educators with play-based activities and daily routines, helped supervise children and keep the environment safe and clean, and recorded simple observations. I am warm, patient and observant, and I hold a current Working with Children Check, First Aid (HLTAID012), and anaphylaxis and asthma training. I am available across a range of shifts.

I would welcome the opportunity to bring my care and enthusiasm to your team. My resume is attached, and I would be glad to come in for an interview at a time that suits you. Thank you for considering my application.

Kind regards,

**Sophie Tran**