Sarah Mitchell
04xx xxx xxx | sarah.mitchell@example.com | Penrith, NSW

[Date]

The Principal
XXXX Primary School
Penrith, NSW

Dear Principal,

I am writing to apply for the teacher aide position at XXXX Primary School. I recently completed my Certificate III in School Based Education Support, and I would love to help your students feel supported and included in the classroom.

During my placement in a Year 2 classroom, I supported small reading and maths groups, helped a student with additional needs take part in activities, and prepared learning resources for the teacher. I have also volunteered at my local school for three years, helping with reading groups, events and excursions. These experiences have taught me patience, clear communication and the importance of working closely with teachers and families.

I hold a current Working With Children Check and First Aid certificate. My resume is attached, and I would welcome the chance to discuss how I can support your school. Thank you for considering my application.

Kind regards,

Sarah Mitchell