***How to write a cover letter when you’re changing careers***

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Ms Susan Kim

Childcare Centre Manager

Little Learners Childcare Centre

contact@littlelearners.com.au

Dear Ms Kim,

My name is Daniel Nakayama and I am thrilled to be applying for the advertised role of Early Childhood Educator at Little Learners Childcare Centre.

Your website states that you place a high emphasis on diversity within your centre and promoting learning materials that all children can relate to. My views align with this, and I would love the opportunity to work for a centre that promotes diversity and inclusion for all.

I’ve recently completed my Certificate III in Early Childhood Education and Care through Open Colleges. While my previous work experience lies in hospitality management, I believe that I have a number of skills that would benefit your centre. These, combined with my qualification, make me an excellent candidate for the position. In addition, I’ve raised three children and understand the joys and challenges of caring for young children.

Working as the Manager of La Fleur Restaurant, I developed a range of transferrable skills that I believe will help me to succeed in the role of Early Childhood Educator:

* Interpersonal skills - calming a young child requires the same amount of patience, emotional intelligence and understanding as speaking with an angry customer.
* Time management and organisational skills - organising an entire day’s schedule for a group of children involves the same strict time management skills as running a busy restaurant.
* Ability to work effectively under pressure - remaining flexible and cool under pressure is a necessary skill for the smooth operation of a childcare centre or a busy, fine dining restaurant.
* Teamwork – communication and co-operation is just as important in childcare as hospitality, where team members need to work together to ensure all children are being cared for and supported equally.

I’m convinced that my extensive experience in hospitality makes me a fantastic candidate for a position with Little Learners Childcare Centre, and I hope that I can contribute my experience and knowledge to your childcare centre.

I’ve attached my resume for your consideration and I look forward to arranging an interview. Thank you again for your time and consideration.

Kindest regards,

Daniel Nakayama