

Example of a cover letter

Flat 3A,
18 Floral Place,
Ash Lane,
Normanton,
NM8 6AY

18 May 2013

J A Parsons,
Headteacher,
Alderton Primary School,
Thistle Avenue,
Normanton,
NM8 1GX

Dear Ms Parsons,

I am writing to apply for the position of Learning Mentor, as advertised on the Prospects website.

During and since completing my BA in Learning Studies I have been working as a Play Leader for Top Tots to gain practical experience of working with children. This experience has been invaluable in putting into practice some of the educational theory I learned in my degree.

In particular I have learned how to respond to a range of children's needs and to understand that their behaviour is not always a rational response to their circumstances. For example, I worked with a child who was behaving aggressively towards other children and another who was withdrawn and unsociable; through play activities I learned that it was the former child who lacked self-confidence and who needed the most encouragement of any in the group.

My previous employment in arts administration and retailing developed strong interpersonal skills and my capacity to deal with multiple demands on my time and resources.

In retail work it was not uncommon to be dealing with one customer as another sought help and as the phone began to ring.

In arts administration I had to balance the requirements of the funding bodies with the users of the website while, at the same time, organising exhibitions and artists. I found that I have both the stamina and the organisational ability to thrive in these circumstances and feel sure that the skills I learned will be an asset to a busy primary school.

The reason I embarked upon my degree course is because I have a love of learning. I would very much welcome the opportunity of an interview to explain how I can combine my enthusiasm for learning, art and drama for the benefit of children in our community.

Please find my CV attached.

Yours sincerely,

Lucy Marcus