

A decorative graphic on the left side of the slide, consisting of a network of thin, light-orange lines and small circles, resembling a circuit board or a stylized tree structure. The lines are vertical and horizontal, with some diagonal branches, and the circles are placed at various points along these lines.

COVERING LETTER AND CV

COVER LETTER FORMAT

X= open line

x

x

x

4 Graham Street
SE 2
Vanderbijlpark
1911
13 September 2019

x

Your address and date

Owner/ employer

Mrs G van Straten
Kosmos Nursery School
5 Silvester Avenue
Sasolburg
1930

Employers address

x

x

x

x

Formal greeting

Dear Mrs G van Straten/ Dear Madam

x

x

x

x

Note:

- Written out in full
- Capital letters
- Order

Application for Grade R educator position

What is the letter about.

x x x x x
x

Where is was advertised and the date.

I am responding to the advertisement for Grade R educator that appeared on your Facebook page on 9 September 2019.

x x x x x

Information about yourself

I am a 21 year old currently completing my B.Ed degree, part-time, in foundation phase at the North West University.

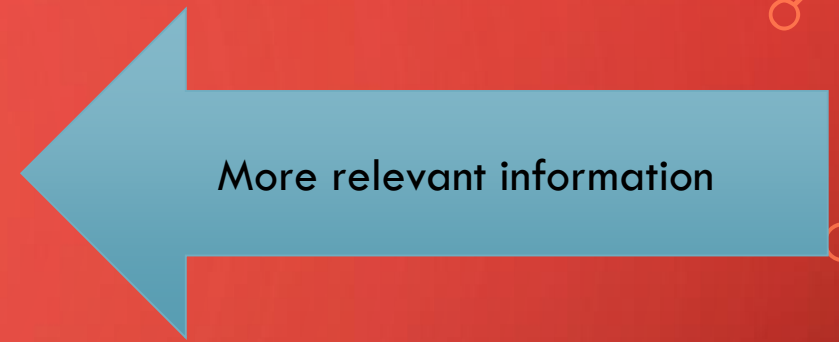
X x x x x

Highlight experiences and skills for job

As seen in my curriculum vitae, I have a great deal of experience as a babysitter. I have volunteered at our local nursery school, I also volunteer at the local orphanage where I read and tell stories to children aged 4-7 during the December holidays. This together with my current studies have given me the valuable skills in teaching pre-school children.

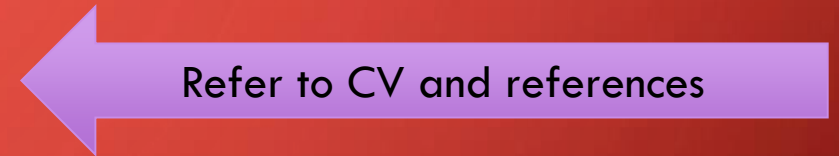
X x x x x

At school I enjoyed drama and art. These subjects have given me inspiring ideas for entertaining children. I also believe in staying active and have completed a motoric skill course in order to help children to develop their motoric skills.



X x x x x x

I have enclosed my curriculum vitae and contact of two referees.



X x x x x

I look forward to hearing from you.



X x x x x

Yours faithfully

Suzie Steyn

083 456 7827 suzieksteyn@gmail.com



CV

Curriculum vitae of Suzie Steyn

Personal information

Surname:	Steyn
First Names:	Suzie Katy
Postal address:	P O Box 2354, Vanderbijlpark, 1911
Physical address:	4 Graham Street, SE2, Vanderbijlpark, 1911
Telephone (home):	016 579 3466
Cell phone number:	083 456 7827
Identity number:	990207 002 0084
Date of birth:	1999/02/07
Marital status:	Single
Nationality:	South African
Driver's licence:	Code 10
Criminal record:	None
Home language:	English
Other languages:	Afrikaans, German

Neat and formal

Education

High School:

High School Transvalia (2016)

University:
year)

North West University, B.ED degree (3rd

Subjects:

English

Mathematics

Drama

Arts

High School achievements

I took part in the Drama club, Arts festivals, First Hockey team.

Sport and extramural activities

Community involvement

- Volunteer work at Piki Nursery school(2016-2019).
- Volunteer work at Vanderbijlpark orphanage (children aged 4-7 years).

Other achievements and training

- Level 2 CPR course
- Motoric skills development course
- Level 4 FIH Hockey coaching

Any training or achievements that is relevant to the job.

Career interests

I am interested in a career in teaching. I am currently a third year student at North West University, completing my B.Ed foundation phase degree.

Referees

People who will recommend you

Mr. K Mtube

North West University

Tel: 016 478 8888

Mrs J Koekemoer

Piki Nursery

Tel: 016 762 1126

ACTIVITY

Heading

Writing and presenting:

Cover letter and CV p.155-158

- Write a CV and cover letter according to Activity 9 (planning, first and final attempt). The cover letter's body must be 140-160 words