LISA FENG

Unit 3, 1 Spence Street, Burwood, VIC |0478-114-521 | job70038@gmail.com  
26 MAY 2025

Dear Hiring Manager,

I am writing to express my strong interest in the OSHC Assistant/Educator position at your center. With a background in teaching, a passion for working with children, and a commitment to providing safe, engaging environments for learning and play, I believe I would be a valuable addition to your team.

I hold a Bachelor of Arts in International Education from Heilongjiang University, China, and I am currently pursuing a Graduate Diploma in Early Childhood Education in Australia. I have two years of experience working as a Chinese language teacher in junior high schools, where I developed strong skills in classroom management, student engagement, and positive behavior support.

My strengths lie in my ability to build warm, respectful relationships with children, as well as my dedication to creating fun and educational activities. I am also skilled in communication, both with children and families, and I am confident in working both independently and as part of a team.

I am enthusiastic about the opportunity to contribute to your OSHC program and support children’s development outside of school hours. I am available for flexible shifts and have a current Working with Children Check (or willing to obtain one).

Thank you for considering my application. I would welcome the opportunity to discuss how my experience and passion can support your team. I look forward to the possibility of an interview.

Warm regards,  
LISA FENG