LISA FENG

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26 MAY 2025

**Hiring Manager**  
Kardinia Early Learning  
20 Tylden St, Dennington VIC 3280

Dear Hiring Manager,

I am writing to express my keen interest in the Early Childhood Traineeship opportunity at Kardinia Early Learning. As a passionate and responsible individual currently studying a **Graduate Diploma in Early Childhood Education**, I am excited about the opportunity to gain hands-on experience in a nurturing, child-focused environment such as yours.

I have a Bachelor’s degree in International Education and over two years of teaching experience in junior middle schools in China. Through these roles, I developed strong skills in classroom management, communication, and child development. Since relocating to Australia, I have become even more motivated to grow professionally in the early childhood education sector and to contribute meaningfully to children’s learning and wellbeing.

I am a highly organised and enthusiastic team member who values kindness, patience, and professionalism in the workplace. I am confident that my strong work ethic, cultural awareness, and genuine love for working with children will make me a great fit for your team.

I am available to start the traineeship immediately, and I hold a valid Working With Children Check (or am in the process of applying). I would greatly appreciate the opportunity to further discuss how my background and passion align with your centre’s values.

Thank you for considering my application. I look forward to the possibility of contributing to Kardinia Early Learning’s nurturing and high-quality learning environment.

Warm regards,  
**[Your Full Name]**