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## How to write an application for a nursery teacher job

**Question:** You are Pawan you come across the following advertisement on a national daily. You consider yourself suitable and eligible for the post. Write an Application in response to the advertisement.

**Answer:**

152/21 Panchsheel colony,  
New Delhi,

5th January, 2007.

The Principal,  
AKS International,  
Indira Puram, New Delhi,

**Subject:** Application for the post of a Nursery Teacher

Sir,

In response to your advertisement appeared in The Hindu, dated 28th Dec 2007, applications for the above-mentioned post have been invited in your school. I send my detailed resume stating my educational qualifications, experience, and other particulars for your perusal. I can assure you of my honest labor and sincere dedication to the cause of education for the children. In case my application is worth considering, I would be available for the interview with a brief notice from you.

Yours Faithfully,  
*Pawan*

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## Resume

Name : Pawan

Father's Name : Sh. R.K. Aggarwal

Address : 152/21 Panchsheel Colony, New Delhi-9

Contact No. : 22437541

Age and Date of Birth : 27 years, 05.01.1986

Educational Qualifications : (i) Passed Sr. Sec. Exam in 1998 from CBSE with 85% marks.  
(ii) Passed Nursery Teacher Training Course from Bal Bharti, New Delhi in 2005 with 82% marks.

Experience : (i) Working as Nursery Teacher in South Point since April 2000.  
(ii) Attend a workshop on 'Montessori Method of Teaching in 2012 from D.I.E.T, New Delhi.

Hobbies : Reading, Painting, Photography, and Sports.

Marital Status : Married and having one child.

Pay : As per Government rules

References : (i) Dr. Ashok Mittal, Medical Officer E.S.I, Moti Nagar, New Delhi.  
(ii) The Principal, St. Columbs Sr. Sec. School, Kali Bari Marg, New Delhi.