To whom it may Concern,

I wish to apply for the position of Montessori Teacher

I believe that the experience I have gained over the past years suitably equips me to fulfill the requirements outlined in the position and duty statement.

For your consideration I have enclosed a copy of my résumé and response to the selection criteria which demonstrate that I have the range of qualities, skills, knowledge and experience required for the position.

Experience in working independently has provided me with superior organizational and time management skills which I have used to plan and priorities my workload. In circumstances requiring tact and sensitivity, I am able to demonstrate sound communication with toddlers and Children. I enjoy working with toddlers and Children and believe that I have well developed interpersonal skills and the ability to work effectively as a good Teacher.

I have a pleasing, friendly and accommodating nature and I believe that my dependability, professional attitude and my commitment to the others, that I support will be of significant value to the Department of Education and Training .

I believe I have the relevant experience and skills to successfully carry out the duties of this Montessori position in a competent, discreet, flexible and professional manner and I look forward to the opportunity to be interviewed.

**RÉSUMÉ**

# *PERSONAL DETAILS:*

Name : Kurukulasuriya

Date of Birth **: 1**8th September 1989

Gender  **:** Female

Marital Status **:** Single

Nationality : Sri Lankan

***EDUCATION:***

**St.George Teacher Training school –**

**Negombo**

**2016-2017**

Association Montessori International Diploma

Child Psychology

Pre School Method

Child Health Care

Pre School Handwork

Pre School Organizing

**Ave Maria Convent, Negombo, Sri Lanka**

*General Certificate of Education (School Certificate)*

*Advanced Certificate of Education*

-Completed all grades of Trinity Music exams (Theory and practical) and Won awards and Certificates in The Institute for Examination in English, Music and Speech

***EXTRA CURRICULAR ACTIVITIES:***

Other Activities

* Was a member of school junior choir and the senior choir.
* Won Certificates for several subjects at the school Prize Giving
* Was a player at school Netball team
* Was Member of the school athletic team
* Was a member of the photographic association of the school and studied school level education of Photography.

***Working Experience***

September, 2009- November 2012

Little Angle Montessori - Negombo

Position: English medium Montessori Teacher

January, 2013 – November, 2015

St.Francis Xavier Montessori - Negombo

Position: English medium Montessori Teacher

September 2016 to present

St.George International Montessori

Position : English medium Montessori Teacher

Duties:

* Responsible for handling class of 20 students of age group 2 ½ to 5 years
* Cording with parents and updating their child development and performance.
* Teaching them basics like shapes, colours, counting, natural things ect..
* Monitoring Attendance
* Prepare lessons plans
* Work with children
* Observing Children
* Updating student work books
* Updating students record books.
* Teaching Children
* Preparing children for Concert
* Preparing children for their primary education
* Writing Reports
* Doing handwork with children
* Complete record of students.
* Giving Individual attention for each child.

***Key Skill***

* Ability to get involved with the Children easily
* Extrovert
* Good Teaching Skills
* Explaining Power
* Polite & approachable
* Have patience