Dear Sir / Madam,

I am Mona and I am very interested in the position of Nursery Vice Principal at your school in Dubai. I have extensive experience working in schools with children and their parents, teachers and other members of staff.

I have held several positions demonstrating strong competencies in management of people and events including my previous roles such as head supervisor, counselor and teaching advisor.

In previous roles, my duties included attending health and safety seminars provided by the Ministry of Education and the Ministry of Health in Dubai, in order to ensure that maintenance and safety regulations were enforced in the School.

I have been in charge of ordering and maintaining inventory of educational resources and equipment, teaching and management/training of teachers, attending to disciplinary issues as well as organizing annual events including Sports and Musical concerts.

I am a very hard worker, a team player and leader and I strongly believe I have the personality and strengths needed to meet the goals and exceptions of working in your school.

I am looking forward to being interviewed. Please email me at mona.376922@2freemail.com or call me on C/o 971505891826.

Thank you for spending time to read through my CV and considering me for current vacancies in your School.

Sincerely,

Mona.