MacKenzie Duncan

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December 13, 2018

The Children's Nest Daycare and Preschool

1155 Draper Rd SW, Blacksburg, VA 24060

Re: Full Time Assistant Teacher / Advertised on Indeed

To whom it may concern,

I am very interested in the full time assistant teacher position available.

I have nearly five years of prior childcare experience of all age groups, especially with toddlers. I have worked with all age groups and am capable to assist the lead teacher in carrying out assigned duties in caring for the children in their classroom. I also have experience of working with children and teens of wide-ranging diversity. I am already First Aid and CPR certified as of September 2018. During my college career, I have learned about child development and effective teaching. I believe that I would be able to use my skills effectively in this setting and I would be able to assist the lead teacher with any responsibilities handed to me. Thank you for your time, and I hope to hear back soon!

Kindest regards,

MacKenzie Duncan

<https://www.indeed.com/jobs?q=daycare&matchtype=e&network=g&device=c&devicemodel&creative=224568725459&keyword=daycare%20job%20openings&placement&param1&param2&random=5760679817808031168&aceid&adposition=1t1&gclid=CjwKCAiAo8jgBRAVEiwAJUXKqCzJXjAhGkuzK3wEY2m4CmXVaG33z6SAvXcMvXQfpAR92GoG1IAk_RoCCeYQAvD_BwE&vjk=433eeecc072e0444>

education

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| 2011-2015 | High School Diploma from Princess Anne High School |
| 2015-current | Longwood University  Expected Graduation Year 2019  Bachelor of Science: Liberal Studies  Minor in Psychology |

Skills

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|  | * Fast learner * Highly dependable * Conflict resolution * Attention to details * Strong collaborator * Good listener * Leadership * First Aid and CPR certified * Carry out assigned duties * Prior childcare experience |

Work history

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| January 2014- May 2016 | Childcare, YMCA   * In this position, the children and I would color, play video or board games, play outside, and make crafts. This job also involved resolving conflicts, conversing with the parents, and working well with coworkers. |
| May 2016- December 2016 | Preschool teacher, The Beach Gathering Montessori Preschool   * In this position, I am responsible to follow the weekly curriculum. Each week there are new letters, numbers, colors, etc. to teach to the children. This job also involved resolving conflicts, conversing with the parents, opening and closing duties, and working well with coworkers. |
| May 2017-Current | Therapeutic Recreation Camp Counselor   * In this position, I am responsible to follow the weekly schedule. The campers and I volunteered weekly. I am responsible for conflict resolution, collaborating with the parents, driving city vehicles, opening and closing duties, and to be a trusted adult for the campers. |

Extra curricular

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* Alpha Phi Omega: National Service Fraternity
* Big Siblings Program Fall 2016 – Spring 2017