

Dear Sir/Madam,

I hope this letter finds you well.

I am writing to express my genuine passion for teaching and my strong desire to contribute to the nurturing and education of young minds. I had the pleasure of serving as a Preschool Teacher at Kids Palace, where I worked with the RRR Class—an experience that I found truly rewarding. In addition, I gained valuable experience as a Grade RR teacher at Cute Little Souls Pre-Primary School.

I graduated from the Caversham Education Institute in 2018 with a Higher Certificate and National Diploma (NQF Level 5). My educational journey has solidified my belief in the importance of establishing a strong foundation for children to lead successful lives in the future.

My approach to teaching involves fostering a positive and motivating environment where children are encouraged to perform to the best of their abilities. I believe in adapting teaching methods to meet the unique needs of each child and connecting with them at their level, using vocabulary they understand.

My strengths include effective communication, patient and responsible behavior, a love for art and creative work, strong organizational skills, and the ability to adapt to different teaching methods. I thrive under pressure and excel in problem-solving.

Teaching is not just a profession for me; it's a passion. I am eager to contribute to the learning experience and continue to grow as a teacher. My goal is to touch the lives of many children, inspire them, and serve as a positive role model.

Thank you for considering my application. I eagerly await your response.

Warm Regards

Alisha Jetu

## **CURRICULUM VITAE OF ALISHA JETU**

### **Personal Information**

**Email Address:** alishajetu@gmail.com

**Mobile Number:** 061 299 5387

**Residential Address:** 49 Rupa Crescent, Orient Heights – PMB 3201  
**Languages:** English and Afrikaans

**Driver's Licences:** Code 8 license – obtained for +4 years

### **Skills**

- Observe and assess children
- conduct lesson plans
- handle a classroom on my own
- Do reports & assessments
- Teach a child according to their knowledge and understanding.
- Taking full control of a difficult situation

### **Work Experience**

#### **Current Job Title**

**Dalton Pharmacy: Personal Assistant to Nirmala Naidoo**

**March 2021 – Current**

#### **Duties:**

- Administering Hourly doses of medication
- Running Errands and shopping
- Creating Media content for all social platforms
- Medical Research for various contents required

Reason for wanting to leave: My heart is in the classroom education young minds. I want to get back into teaching and pursue my career.

**Previous Job Title****Administrative Assistant: Revive Herbal Health**

**June 2020 – February 2021**

**Duties:**

- Data Capturing of Herbal Medication stock
- Stock counts and Audit reports
- Supervise Manufacturing team
- Invoice stock out to National Store via Humble Till
- Payroll for over 40 employees
- PA duties to Director of Revive Herbal Health

(Which included running errands, COR on company vehicles, and vehicle license renewals)

Reason for Leaving: Temp Work: Contracted to cover for Manager who was on Maternity leave

**Grade RRR Teacher: Kidz Palace**

**January 2020 – March 2020**

**Duties**

- Develop lesson plans
- Prepare classroom activities
- Ensure routines are followed timeously
- Provide a variety of learning materials and resources for educational activities -  
Observe and evaluate a learner's development and performance - Provide appropriate  
feedback on all work done
- Maintain accurate and complete records of all learner's
- Appropriate disciplinary measures
- Encourage and monitor the learners
- Motivate all learners
- Feeding schemes: assist little ones with eating and snack and toilet routine

**My Key Competencies**

- Self-motivated
- Caring
- Loving

- Understanding
- High energy level
- Hard working
- Organized
- High stress tolerance
- Flexible and adapt to changes well

Reason for Leaving: Retrenched due to Covid-19 – The school closed down.

**Previous Job title**

**Grade RR Teacher and R: Cute Little Souls Pre-Primary School**

**Period: August 2019 – January 2020**

**Reason for leaving: Better Salary Growth**

**Job Type: Contract**

**Duties:**

- Develop lesson plans
- Prepare classroom activities
- Ensure routines are followed timeously
- Provide a variety of learning materials and resources for educational activities -
- Observe and evaluate a learner's development and performance
- Provide appropriate feedback on all work done
- Maintain accurate and complete records of all learner's
- Appropriate disciplinary measures
- Encourage and monitor the learners
- Motivate all learners

**Previous Job Title**

**Claims and Client services Consultant: AB Insurance Brokers**

**From February 2015 – to – August 2019**

**Job Type: Permanent**

**- Duties:**

- Claims and underwriting & client services consultant.

- Handle complaints
- Month end stat reports (call centre sales)
- Training of old/new staff.
- Meet deadlines and work under pressure.
- Be polite and understanding in most difficult situations with face to face meeting with clients
- Computer literacy and skills > MS office and Emails
- Reception and Admin duties
- PA duties to management
- Data capturing
- I have gained experience of being able to communicate with clients professionally over the phone
- Computer skills
- Work under pressure of meeting targets and deadlines.

Reason for Leaving: Better working opportunity – start off my career in education

**Previous Job Title**

**Debt Collections Agent at Black and Associates**

**From January 2014 – to – February 2015**

**Job Type: Permanent**

**Duties:**

- I have gained experience of being able to communicate with clients professionally over the phone
- Computer skills
- Work under pressure of meeting targets and deadlines.

Reason for Leaving: Better working opportunity and working hours

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**Education**

**Secondary Qualification**

Dunveria Secondary School

Completed 2013 – Grade 12

Subjects: Mathematics, Accounting, Geography, Business Studies, Life Orientation, English & Afrikaans - (Distinctions obtained in: Life Orientation and Business Studies)

### **Tertiary Qualification**

Caversham Education Institute - Completion Date: December 2018

Qualifications: Higher Certificate in ECD (NQF 4) and National Diploma in ECD (NQF 5)

I am currently in my 3<sup>rd</sup> year completing my Bachelor's Degree in Education (Foundation Phase)

### **REFERENCES**

Allandale Primary School Jill Sachs

Judy Schultz

Cute Little Souls

Kidz Palace

Blake and Associates AB Insurance Brokers

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