

# Your Name

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**This is an example of how a Nanny might wish to structure a generic cover letter, to be added to their CV, providing families with contextual information regarding their overall set-up, preferences and motivation.**

**Please do not feel you have to follow this template exactly: we advise Nannies to include the information listed below in their cover letter, but you should feel free to write your letter in a way that you feel represents you appropriately - we do not wish to stifle individual styles in any way.**

**All Nannies are different, and we are glad of these differences.**

Dear Family,

I would like to share some information about myself and my childcare experience with you.

I have been in Berlin for *(amount of time)*, I moved here because *(generic reason, don't feel you need to share information that is too personal or too detailed at this point, unless you wish to)* and plan to stay for *(amount of time)*. In order to stay in town for as long as I plan to, I need to *(get/renew my VISA, find work, find a flat, .. Whatever applies to your situation and is relevant in this context: the reason for sharing this information is that it helps families get an overall picture of your situation in terms of permanence)*.

I am currently looking for *(part time/full time work)* in childcare, I would ideally wish to work *(#of hour per week)* but am open to a minimum of *(#hours per week)* to a maximum of *(#hours per week)*. Childcare work will fit into my life as follows *(short description of your other commitments, how flexible/inflexible they are)*.

I choose to work in childcare because *(short description of why you choose this type of work, especially if you are looking for a part time position. This will help reassure families that you actively like this work and it is not just a way to make ends meet)*.

As you can see from my CV my childcare experience was matured in a *(Kindergarten/School/Private childcare or a combination of these)* setting, and I have experience caring for children from *(age range)*. *If appropriate, here you can mention whether you wish to extend your age range to include younger/older children - if you have any special training or life experience that you believe give you tools to work with children under/over your official age range, you can mention them here.*

Yours sincerely,

Your name

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