

## **Application for the post of volunteer**

Respected Mam/Sir,

I am writing to understand if you have any current openings at your organization for a volunteer position.

I am excited to apply to your NGO. I am a Kindergarten teacher; I am deeply passionate about fostering inclusive and supportive learning environments where every child can thrive.

Throughout my teaching journey of 10 years, I have designed and delivered engaging lessons that build strong foundations in literacy and numeracy while encouraging creativity, curiosity, and confidence in young learners.

My personal journey has also shaped my professional outlook—my daughter, who has a cochlear implant, is now successfully pursuing her engineering degree at BITS Pilani, Dubai. Supporting her growth has given me first-hand experience in adapting teaching methods, incorporating visual aids, practicing clear communication strategies, and providing individualized support to help children participate fully and confidently in learning. This experience has strengthened my patience, empathy, and commitment to inclusive education. I would be honored to contribute these skills and experiences to your organization and make a meaningful impact on the lives of children and their families.

Please find my resume attached. May I request an appointment to discuss how my background and passion for inclusive education can support the goals of your organization.

Sincerely,

Shilpa Talwar

+971 581738897

[Shilpatalwar79@gmail.com](mailto:Shilpatalwar79@gmail.com)



# Shilpa Talwar



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1904 Ghaya Residence, Sheikh  
Zayed Road, DIFC Dubai

## Personal Details

Gender : Female  
DOB : 25.11.78  
Nationality : Indian  
Visa Status : Golden Visa

## Education

Bachelor of Education  
(B.ED)  
from MDU University  
  
Bachelor of Commerce  
(BCom)  
from Gujarat University  
  
Diploma in Advance  
Computer Arts

## Workshops attended

Jolly Phonics  
Floppy Phonics  
Story Telling  
Transforming Classroom

## Career Objective

Passionate and dedicated KG/EYFS teacher with a strong background in early childhood education. Seeking a rewarding role where I can create a nurturing and engaging learning environment that fosters the social, emotional, and cognitive development of young children. Committed to providing a solid foundation for lifelong learning while promoting creativity, curiosity, and a love for education.

## Work History

GEMS Our Own English High School	<u>2023 - Working</u>
New Dubai Nursery Dubai	<u>2021 to 2023</u>
K.R. Mangalam World School India	<u>2018 to 2020</u>
Lotus Valley International School India	<u>2016 to 2018</u>
Blossoms School India	<u>2014 to 2016</u>

## Responsibilities handled

- Planning various pedagogies based on a children's interest.
- Developing a well-managed, children-oriented learning curriculum.
- Motivating and stimulating the kids' learning abilities.
- Ensuring the health, safety and wellbeing of the children.
- Preparing and arranging pre-class materials.
- Maintaining attendance records.
- Maintaining the appearance and décor of the classroom.
- Submitting daily lesson plans.
- Involved in major functions of the school as an anchor, host, and organizer.