**Robert Smith**

***Contact details***

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**5th Grade Teacher**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I am writing to apply for the opening of 5th Grade Teacher at your reputed institution. I believe having relevant qualification and 5 years of experience in this field makes me a perfect fit for this job.

[XXX School] is a well-known institution in the city that focuses on the all-round development of its students. Apart from having the modern infrastructure and being technically adequate, [XXX School] is known to have the best-in-class teaching staff and I would be glad to add to your valuable assets.

I strongly believe that each student is unique and I use innovative teaching techniques to cater to the individual needs of students. The rich experience and vast exposure I have received during these years have made me skilled and polished for this job. Currently, at [YYY School], I am tasked with the following responsibilities:

* Teaching a class of 5th graders.
* Preparing lesson plans and educational resources.
* Tracking the progress of students.
* Conducting regular Parent-Teacher Meetings and informing them about the progress of their wards.
* Coaching students for various scholarships, contests, and competitions.
* Led a group of teachers and students in organizing the 'World Environment Day' function.

I have won significant prestigious awards including the Best Teacher for two straight years. I am also proficient with computers and can use them to create educational resources for students. I am of the firm opinion that I can be a valuable resource to your institution and it would be a pleasure to discuss the job in detail.

I am looking forward to hearing from you soon. Thank you for your time.

Sincerely,

[Your Name]



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