

[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],

This letter is regarding my interest in applying for the post of a Chinese Teacher at [XXYY organization]. My …… years of working in the associated position at [XXYY organization] matches extremely well with the overall specifications required for doing this job.

With a strong network of educational qualifications, language skills and compassion in handling students and ability to deliver positive outcomes as per your organization needs, I am a suitable fit for your job posting.

My extensive experience in the above-mentioned role helped me understand various guidelines surrounding the field like -

* Implementation of lesson, course plan and activities as per the academic schedule.
* Integration of the Mandarin language into the classroom efficiently.
* Using different learning and teaching ideas to meet the needs of learners and self.
* To endow each student with necessary skills to help them progress academically.
* Provide the students with effective feedback and constructive comments.
* Use of formative and summative assessment plans to help document and augment learning outcomes.
* Teaching Chinese language to first generation learners using specific strategies
* Handling learners with difficulties or learning issues.

Given an opportunity, I assure you to give my best to this job and become an asset to your organization.

Looking forward to hearing from you soon.

Sincerely,

[Your Name]

**Robert Smith**

**Chinese Teacher**