[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],

Kindly accept my application for the position of Classroom Teacher at [XXX High School]. I have a Bachelor's degree in education from the [University of ABC] and possess an elementary teaching certificate. As a skilled, educated, and highly experienced professional with over five years of experience as a Classroom Teacher, I believe my expertise makes me a promising candidate for this role.

[XXX High School] has established itself as one of the best schools in the city with a high standard of academic excellence. The fact that many of your alumni have gone on to become influential people in the society stands testimony to the education prowess of your school.

I have learned how to incorporate a variety of approaches into my teaching: collaborative group work in brainstorming, personal reflective and writing time, class discussions, compiling and organizing information, and animated teacher-directed learning.

At my current workplace, I am tasked with the following duties:

* Teach and supervise students.
* Create and plan lessons and curriculum.
* Maintain decorum in the classroom.
* Assign homework and grade tests.
* Assess student performance and behaviour.
* Attend staff and parent meetings, conferences, and other educational programs.

My experience has offered me an effective and well-rounded skill set, excellent communication, and management abilities. With my dedication to teaching students and passion for providing a supportive and productive learning environment for each child in my care, I am positioned to benefit your Institution significantly.

Thank you for your time and consideration.

Sincerely,

[Your Name]

**Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com**

**Robert Smith**

**Classroom Teacher**