

**Robert Smith**

**Educator**

[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 with reference to your job posting for the post of an Educator at your respected organization. I hold a Masters’ Degree in Education and an experience of 5 years in the field of education.

I have taught students studying at various levels and have also planned, strategized, and implemented various teaching strategies to help ensure holistic learning experience for the students. Hands-on learning and experience dealing with different students have enriched my experience and I am reasonably sure that I can add value to your organization with my services.

I have worked with several educational institutions and taught student’s various subjects. I have also planned and created course plans that has helped students enjoy a better learning experience. I always work on their concepts as it helps in making them understand complicated topics in an easier manner.

In my present job in an educational institution, I am taking care of the following job responsibilities.

* Collaborating with fellow teachers and parents to improve the child’s performance.
* Issuing educational resources such as notes, assignments, stationery, etc.
* Maintaining the classroom by keeping it clean and tidy.
* Evaluating and recording student’s performance and progress.
* Allocating homework, assignments and projects to students.
* Grading and marking the allocated work.
* Providing every student with quality education.
* Focusing on distributing educational content.

I would request you to give me an opportunity to work with your honourable institution.

Looking forward to hearing from you soon.

Sincerely,

[Your Name]