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| **Robert smith**  **English Teacher** | **Phone**: (123) 456 78 99  **Email**: info@qwikresume.com  **Website**: [www.qwikresume.com](http://www.qwikresume.com)  **LinkedIn**: linkedin.com/qwikresume  **Address**: 1737 Marshville Road, Alabama. |

[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 want to put forward my candidature in the vacant post of English Teacher at your esteemed school. Being a well-informed and detail-oriented professional with an overall teaching experience of 4 years, I am confident that I would be able to surpass your expectations from the role.

At ABC school, my job responsibilities are:

* Develop lecture plans for students.
* Design interactive classroom activities.
* Assist in arranging annual events at the school.
* Prepare progress report for each student.
* Grade students based on the exams held.

As a teacher, I strive to develop a supportive learning environment for the students so that they can quickly grasp the concept. My teaching pattern is flexible, i.e. I communicate and teach the students according to their level of understanding. I maintain friendly relationships with students so that they can ask their queries without any hesitation. Moreover, I encourage them to expand their knowledge base and imagination.

My attached resume would share a glimpse of my educational qualifications, career accomplishments, along with my work history. I hope to receive a favourable response from your side.

Sincerely,

[Your Name]