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| **robert smith**  **History 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 would like to grab this opportunity to enrol my candidacy for the open position of History Teacher with your school. With 5 years of experience, I have developed the best combination of skills and comprehensive field knowledge to propel the success of your school.

Please go through my current job responsibilities mentioned below:

* Go through all the relevant course material and prepare the lectures.
* Deliver interesting and engaging lectures in the class.
* Check and grade the exams and assignments submitted by the students.
* Assist colleagues in organizing annual school events.
* Utilize smart teaching equipment to teach the students.

Along with the above contributions, I am well-acquainted with the fast-paced work environment and steadfast commitment towards work. Thus, I am a perfect match for the vacant role.

Please refer to my attached resume to get more information on my educational background and relevant job history.

Best Regards,

[Your Name]