**Robert Smith**

**Middle School Science Teacher**

[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 am writing this job application with reference to the job posting advertised in one of the job portals. Upon reading through the job description for the role of Middle School Science Teacher, I realized that my skills and academic qualifications are in line with the criteria. Being an experienced and dedicated teacher, I think that I could be the best fit for the role.

Outlining some my crucial responsibility areas for your consideration:

* Prepare monthly lesson plans while complying with the specified syllabus.
* Teach the logic and reasons behind the concepts.
* Address the subject related doubts of the students.
* Carry out tests and grade.
* Maintain the students’ attendance records.
* Participate in the staff meetings.

During the experience of 5+ years in the teaching field, I have finally honed my communication and interpersonal skills. I strive to make the students understand the fundamentals behind every scientific concept. I am sure that my flexible teaching style, attentiveness to detail, and creative mindset would definitely fulfill the responsibilities associated with the role.

I would like to thank you for appraising my job worthiness. The enclosed resume would share the details of my professional and academic accomplishments. I hope to meet with you soon and explain my suitability for the role.

Best Regards,

[Your Name]