

**Robert Smith**

**Private School 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],

Upon reading the advertisement for the job opening of Private School Teacher with your \*\*\*, I felt elated to roll my candidacy forward for the same. Throughout my career, I have been involved in the development of instructional materials, and classroom schedules, and also have a great combination of effective communication skills that enables me to work in a fast-paced environment. Hence, I feel I am a suitable candidate for this vacancy.

I particularly appreciate \*\*\* for giving the freedom to its teachers to take initiative in devising and implementing improvements in the curriculum structure, and I excel in this field, and my resume details the reasons for it.

Outlining my key contributions to the current school –

* Devising and implementing engaging and interesting lesson plans
* Preparing and delivering lectures to students
* The ability to motivate and explore all areas of learning in exciting and innovative ways
* Firm understanding of preteen behavior and patience to deal with hard/difficult student
* The ability to concentrate and motivate student’s academic and extra-curricular activities
* Earned “Best Teacher of the Year” award for championing the implementation of cloud-based education page management systems for teachers, students, and parents, which was regarded as highly useful mainly during the Pandemic period
* Thrive to continuous education through building theoretical and practical knowledge by attending regular conferences, workshops, and courses

I have enjoyed working for the \*\*\*\* and now want to contribute my share of knowledge to \*\*\*. I now seek an equally-simulating opportunity at your esteemed school where I can make a meaningful impact. Please find my enclosed resume for your consideration.

Thank you for your time and consideration. Looking forward to hearing from you soon.

Sincerely,

[Your Name]