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| **Robert smith**  **Private Tutor** | **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],

When I reviewed your requirement for a Private Tutor, I quickly decided to express my interest in the same. I have done graduation in Teaching and possess a teaching license. I have attained teaching experience with all pupils' age groups and in both classroom and home settings. Thus, I have the capability to become an ideal candidate for the vacancy.

Presenting my job experience for you to scale my job worthiness:

* Create lesson plans for the students.
* Change the teaching style as per the students' intellectual capacity.
* Ensure that the learning process is interactive and engaging.
* Conduct weekly and monthly tests.
* Share the performance reports of the students with their parents.
* Perform other related duties.

I am excellent in organizing imaginative play to engage lesson plan activities, I am well-prepared to fulfill the responsibilities associated with the job role. I am proficient in channelizing infants' energy, providing toilet support, developing social skills, and handling dirt diapers.

Thank you for your time and consideration. Please have a look at my attached resume to get a sneak peek into my educational background and professional experiences. Please grant me a chance to meet you in person and further discuss your job requirements.

Best Regards,

[Your Name]