**Robert Smith**

**Secondary English Teacher**

**1737 Marshville Road, Alabama, (123)-456-7899, info@qwikresume.com www.qwikresume.com**

[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 hearing of the requirements for a new Secondary English Teacher post at your company, I decided to submit my CV for your consideration. I believe that I possess all the necessary teaching skills to join the team and contribute significantly to the provision of a Secondary English Teacher. For the previous six years, I have taught high school English, and during that time, I have built solid respect for myself as a capable and interesting educator. To keep my pupils interested in the subject and involved in the lesson, I implement a range of teaching techniques and approaches. I also think it is important to provide my pupils with lots of chances to practice their talents. My efforts to assist my students to become better writers have been quite successful, and many of them have gone on to major in English at colleges and universities. A summary of my key contributions includes –

* Excellent command of the English language and literature;
* Knowledge of the most effective teaching strategies for ensuring that students fully grasp the language.
* Awarded the best High school teacher twice by the management.
* Wrote and published many articles for leading newspapers and magazines.
* Takes extra care of low-performing students and helps them to understand the subject.

Due to my background in dealing with teenage students and my proficiency in the English language, I am certain that I would be an excellent addition to your staff. I can also use the teaching technology in the classroom very highly, and I feel extremely comfortable utilizing it.

I would like the chance to speak with you about how my teaching experience could help your institution. If you have any queries concerning my application, please do not hesitate to get in touch with me at any time. Thank you for your valuable time and consideration.

Sincerely,

[Your Name]