

Linda Brown

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Susan Jones
Hiring Manager
Dayjob Ltd
120 Vyse Street
Birmingham
B18 6NF

9th June 2012

Dear Ms Jones

Your company recently posted an opening for a Teacher on the website, for which I am enthusiastically applying.

I am an experienced teacher, who is able to establish and communicate clear objectives for all learning activities and also develop high quality schemes of work and lesson plans for pupils. Combined these core competencies make me believe that I would be an excellent candidate for your vacancy. As a driven individual who wants to progress, I am now looking to work in an energetic and performance-driven environment where talent is not overlooked. I feel that your forward thinking and exciting institution is a natural place for a hard working team player like my-self who is adaptable, fully accountable and resilient.

With my present employer, where I have worked for the last years, I am renowned for being able to motivate, mobilise, and coach my students to achieve the highest academic levels possible. I can easily work with others in a professional manner while attempting to achieve a common goal, and would like to highlight my key strengths in areas such as, and Apart from my record as a professional which speaks for itself, I am a sociable person who has a natural ability of talking to, and building relationships with all kinds of people. I also consider myself to be someone whose strengths include cultural sensitivity and an ability to build rapport with a diverse workforce in a multicultural setting.

One of my strongest points is my self-motivation which allows me to perform well under pressure and against aggressive deadlines in any pressurised environment. Being a highly analytical thinker I am able to quickly identify, scrutinise, improve, and streamline complex work processes.

My enclosed resume will provide you with greater details of my background and what I have to offer. I look forward to calling you in a few days time to arrange an interview with you at a mutually convenient time. In the mean I would like to thank you for considering my application.

Yours sincerely

Linda Brown



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