

# ADRIAN CARTER

TEACHER

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Karen Cunningham  
Hiring Manager  
Dayjob Ltd  
120 Vyse Street  
Birmingham  
B18 6NF

Date 8<sup>th</sup> June 2012

Dear Ms Cunningham

I am writing to express my keen interest in your vacancy for a teacher which was recently advertised on the dayjob.com website.

My background in teaching includes experience of ..... and ....., both areas that your job advert said a candidate must have experience in. In addition to this I have extensive knowledge of....., and also considerable understanding of ..... and .....

As someone who is dedicated to providing the highest quality of service at all times, I am always intimately involved in all aspects of teaching, particular when it comes down to planning and delivering classes in detail. The foundation of my success lies in my passion for being at the heart of things by getting involved in decision making and policy development across the school in consultation with senior managers and other school staff.

As a highly motivated person I view operational problems as challenges that will lead to opportunities waiting to be discovered. In every school I work for I not only bring new energy, fresh ideas and a different way of thinking, I also help to guide the school to achieving its full potential.

With my present employer I have a well deserved reputation for ensuring that the safety and welfare of children is at the centre of all my work, and for keeping up to date with new teaching styles and innovations in education. For me it would be a honour to be a part of and contribute to a institution like yours which is known for its talented workforce and high standards. I thank you for your time and I look forward to hearing from you in respect of an interview.

Yours sincerely

Adrian Carter  
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