



TO


Contact name
Position
Company name
Address 1
Address 2


REF:


Position you are
applying for

DATE

30th September 2022

 Dayjob.com, 120 Vyse Street
Birmingham

 0123 456 7890

 info@dayjob.com

KEVIN KNOWLES

ENGLISH TEACHER

Dear,

Your company recently advertised on the website for a English Teacher. After reading the job description I am confident that I would be a perfect fit for your position as my teaching skills, academic background and ability to create close bonds with pupils precisely matches your requirements.

Without wishing to sound boastful I feel that I come to you with a background that is unique and distinctive from other applicants. I not only have an undergraduate degree in a relevant subject area, but also an outstanding record of tracking, recording & managing student attendance, achievement and progress. My other core strengths include, but are not limited to the following:

- Preparing and reviewing the lesson in advance together with co-teachers.
- Following lesson plans, teaching objectives and syllabus to the highest standards.
- Arranging all materials, equipment, tables and chairs for a class in advance.

For additional information about my capabilities please view my attached resume.

I would welcome the chance of an interview, where we would be able to discuss in greater detail the value and strength I can bring to your already successful company.

I thank you very much for your time and I eagerly look forward to hearing from you.

Yours sincerely,

Kevin Knowles

Your name



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