## **CHARLES BRANSTON**

## **Substitute Teacher**

## ТО

Contact name, Position, Company name, Full postal address

DAT	5 <sup>th</sup> October 2022	Dear,
REF	Job Reference	Your company recently advertised on the website for a Substitute Teacher. Suitability compels me to apply for this role, as my ability to instruct and lead student learning in the absence of a regular teacher, precisely matches your
CONTACT requirements.		
v a ⊠ i	Dayjob.com, 120 Vyse Street Birmingham D123 456 7890 info@dayjob.com .inkedin.com/name	I possess the key ingredient required for success in your role, namely my ability to ensure that teaching is appropriate to the ability, maturity and interests of students. I am an expert at aiding students in understanding subject matter. My other core strengths include, but are not limited to the following:
		<ul> <li>Organizing students for effective instruction.</li> <li>Setting an example to students in all areas.</li> <li>Have presence and can command authority.</li> <li>For additional information about my capabilities please view my attached CV.</li> </ul>

Right now, I want to work for a reputable and exciting academic institution like yours where hard work, dedication and hitting targets is rewarded. I would therefore very much 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 School.

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

Yours sincerely,

Charles Branston

Your name



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