*(Manager’s Name)*

**HR Manager**

**Company Name**

**Company Address**

Date

Dear Mr. /Mrs. /Ms. (Manager’s Name)

I was pleased to learn of your need for an English Teacher. I have ample experience in applying appropriate teaching and assessment methodologies, and am expert at designing and developing educational objectives and preparing teaching material. I am prepared to become an immediate team player within your organization.

The following are highlights of my skills and accomplishments:

* Presently working at Pathways Primary School as an English teacher relied upon to assess and look after 150+ students throughout the term.
* Possess an ability to communicate complex information in an understandable way students can easily comprehend.
* Prior experience of adopting distinctive teaching methodologies, documenting all lessons, organizing healthy group discussions, and mentoring troubled students.
* Previously employed with Mount Hill Secondary School where I successfully increased the writing and reading comprehension test scores by 16% over three years.

My strong initiative and exceptional organizational skills, combined with my ability to work well under pressure, allow me to play a crucial role in fast-paced teaching environment. Furthermore, I am capable of simplifying lesson plans to achieve curriculum objectives, without sacrificing quality. I believe I will reach and improve upon your school’s education standards.

Enclosed is my resume for your review. I welcome the opportunity to discuss with you personally how my skills and strengths can best serve your institution.

Sincerely,

**Name**

**Address**

**T: Phone number**

**E: email address**