James Brown

238 Broadway

New York

NY

United States

To,

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Subject- first year teacher cover letter

Respected sir/ma'am,

As I was going through the internet this morning, I came across the advertisement of your company where it was mentioned that [mention the name of the hiring company] is in search of a [mention the name of the job position].

My name is [mention the name of the sender], and I am writing this letter to apply for the job position of [mention the name of the job position] in your company. I believe that you will accept my cover letter as a legitimate job application for the job in your highly reputed company.

First of all let me enlighten you about my educational background, I completed my schooling from [mention the name of the school], and after that I pursued a bachelor's degree in [mention the name of a subject] and I have also completed my masters degree in that subject only and I specialize in teaching [mention the name of the subject].

Previously I used to work as a teacher in [mention the name of a school] where I have been working for the past [mention the duration] years as a primary teacher. Working in the same field has helped me to gain proper knowledge and responsibilities such as making a lesson plan, guiding the students in the right path, making them understand every topic, taking tests etc.

I hope that with my educational background and work experience, I will be able to fit in the position way more properly than anyone else. I hope that after you go through my resume which I have attached with this letter you will also consider me as a fit candidate. Do right back to me as soon as possible as I will be eagerly waiting for your response.

Sincerely,

From

James Brown

[handwritten signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]