

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

Sub- Technology teacher cover letter.

Respected Sir/Madam

I am writing this letter to let you know that I am willing to do the role of a technology teacher at your esteemed institution [mention the name of the institution]. All the points which were written in the description box read by me and I a belief that I will do great in this field.

The master's degree in [mention the name of the course] received by me from a reputed institution that is [mention the name of the institution] in the year of [mention the year]. After completing my education, I was sent to [mention the name of the place], where I trained myself from [mention the name of the institution]. I will do each and every duty properly as I have the proper caliber for this job.

To gain work experience in this field, I started working at [mention the name of the company] as a technology teacher. Duties that are well known by me as a technological teacher are designing and developing instructional material on technology subjects, initiating tools and processes in the teaching methodology and many such things.

I have several skills in me, such as [mention the skills which you have and are best for this job]. As per my caliber, I am going to impress you with my work.

My resume and other necessary documents, which were mentioned in the description box, are attached to this letter. Hope, you will contact me soon regarding the acceptance of me as a technology teacher. Thank you so much for taking time from your busy schedule.

Sincerely,

From

James Brown

[Handwritten signature]

[Mention the contact details]

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