

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: Cover letter for the post of Spanish Teacher.

Dear Mr. or Mrs. or Miss HR Manager,

It gives me immense pleasure and great excitement to express my interest in applying for the position of Spanish teacher in [mention the name of the institution]. I believe that I possess all the required skills and qualifications that are necessary to fulfill all the requirements for this role. I confirmed that I would be the best fit in this position because of the quality of my past experience.

I have done my bachelor's degree in literature from [mention the name of the institution]. I have been into teaching the Spanish language for the last six years. I have proven my written and verbal experience in the Spanish language for the last six years at [mention the name of another company].

I do possess interpersonal skills as well as written and verbal communication skills within myself. Tim has experience in developing lesson plans to the students as per their needs. I am also experienced in teaching and writing Spanish compositions in classes. I have also conducted various research on several teaching methods and materials that can be used in the class to remove difficulties on my path.

That's all about me, I hope you are well aware of my skills, qualifications, and knowledge. I am hereby attaching my resume with this application for the kind reference. I hope you will go through it and get back to me very soon. I am really looking forward to this opportunity and meeting you in person. I thank you for your time and consideration.

Sincerely

From

James Brown

[Handwritten signature]

[Mention the contact details]

[Mention here, if there is any post no to be given]