

Home Address

Date

XXXXXXXXXXXXXXXXXX

Schools Division Superintendent

Schools Division Office of XXXXXXXX

Address

Madam/Sir:

This is to formally express my desire to be included in the Registry of Qualified Applicants for Teacher I position in the Schools Division of XXXXXXXX in the Senior High School Level.

I believe that I have attained the qualifications for the position in terms of my education, experience, training, and eligibility. Further, I possess the right attitude in dealing with the demands of the job. I am creative, teachable, resourceful, team player, and can demonstrate grace under pressure.

I have attached here the documents to vouch for my claims. I am willing to undergo the other components of the selection process. I have also listed the names and contact details of reputable people who know me personally for your reference.

Sincerely yours

XXXXXXXXXXXXXXXXXX

Applicant