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MIDDLE SCHOOL ENGLISH TEACHER



[Today’s Date]

[Hiring Manager’s Name]

[341 Company Address]

[Company City, State xxxxx]

[(xxx) xxx-xxxx]

[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Manager’s Name],

I was pleased to learn of your need for an English Teacher. With my robust experience and education in applying appropriate teaching and assessment methodologies and contributing to the designing and development of objectives and 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 a way which students can easily comprehend.
* Prior experience 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 four 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 a fast-paced teaching environment. Furthermore, with the ability to simplify lesson plans in line with specific curriculum objectives, I believe I will immediately make a noticeable impact on 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]

your.name@gmail.com

(XXX) XXX-XXXX

142 Your Address Blvd, City Name, CA XXXXX

Dear Job Seeker,

PLEASE note that you \*must\* install the font files to make this cover letter template work perfectly. It’s very simple to do – **just follow the instructions in the “Read Me” file in the Zip file you downloaded this template from.**

If you’re struggling to write your cover letter, **don’t worry.** You’re in good company – everyone struggles with it. For a high quality cover letter that will land you employment, we recommend [consulting the certified experts at Resume Writer Direct](https://resumewriterdirect.com/cover-letter/?utm_source=CL_Word_Doc&utm_medium=RWD_Link&utm_campaign=RG_Downloads). (Yep, they can also help you with your resume!)

Or, here’s some other content that might help you finish your cover letter.

* [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=CL_Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)
* [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide?utm_source=CL_Word_Doc&utm_medium=Cover_Letter_Guide_Link&utm_campaign=RG_Downloads)
* [Cover Letter Examples by Industry](https://resumegenius.com/cover-letter-examples?utm_source=CL_Word_Doc&utm_medium=Cover_Letter_Examples_Link&utm_campaign=RG_Downloads)

Oh, and by the way, **you’re also going to need a resume.**

* [Free Resume Builder](https://resumegenius.com/?utm_source=CL_Word_Doc&utm_medium=Resume_Builder_Link&utm_campaign=RG_Downloads)
* [How to Write a Resume](https://resumegenius.com/how-to-write-a-resume?utm_source=CL_Word_Doc&utm_medium=How_to_Write_Resume_Link&utm_campaign=RG_Downloads)
* [Resume Samples by Industry](https://resumegenius.com/resume-samples?utm_source=CL_Word_Doc&utm_medium=Resume_Samples_Link&utm_campaign=RG_Downloads)