

# Your Name

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MO 64131

✉️ andrew.gary@gmail.com

☎️ (212) 345-6789

🌐 FoxTect.Com

[Today's Date]

[Hiring Manager's Name]

123 Company Address

Company's City, State, Zip Code

(876) 650-7473

hiring.manager@gmail.com

Dear [Mr./Ms./Mx.] [Hiring Manager's Last Name],

I was pleased to learn of your opening for an English Teacher through ABC.com. I am currently a teacher at Pathways Primary School, where I have 6 years of experience teaching English, Geography, and Social Studies to 150+ students in 2<sup>nd</sup> through 5<sup>th</sup> grade. I am drawn to your institution's teaching philosophy of fostering individual growth and curiosity through an exploratory curriculum.

I have robust experience in applying a wide variety of teaching and assessment methodologies and contributing to the design and development of curriculum and teaching material. During my employment at Pathways, I have:

- Led a staff collaboration to update old curriculum and teaching materials for the 4<sup>th</sup> and 5<sup>th</sup> grade
- Increased average writing and reading comprehension test scores by 16% over four years

My strong initiative, exceptional organizational skills, and ability to cater to a diverse range of learners allow me to play a crucial role in a fast-paced teaching environment. Furthermore, with my history of staff collaboration, I am prepared to become an immediate team player at your school.

I welcome the opportunity to personally discuss with you how my skills and strengths can best serve your students. Please contact me at (212) 345-6789 or andrew.gray@gmail.com.

Sincerely,

**[Your Name]**