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| **SHORT COVER LETTER EXAMPLE** | | | |
| **Phone Number**  (212) 345-6789 | **Address**: 456 E Red Bridge Rd, Kansas City, MO 64131 | **e-Mail**: andrew.gary@gmail.com | **Website**: FoxTect.Com |

[Date]

[Hiring Manager’s Name]

### Company Address

Company’s City, State, Zip Code

(123) 456-7890

hiring.manager@gmail.com

Dear Principal [Name],

I’ve been passionate about teaching since I began tutoring for pocket money in high school.

I have seven years of teaching experience, instructing children with a diverse range of abilities. I’m also successful at boosting achievement, having increased average grades by 14% at my current school. I believe this makes me an ideal candidate for the tutoring role at Bradley High School as advertised on LinkedIn.

I can be contacted at (212) 345-6789 or [Your Email]. I look forward to speaking with you soon.

Sincerely,

**Andrew Gary**