

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