

Cover Letter

Dear Sir/Madam,

Please consider this as an application for English / Economics / Business Teacher, for the vacancy currently available in your institution.

I believe I possess a mix of knowledge and skills developed with academic studies and teaching experience that would be of definite benefit to your institute. I am also confident that my ability to develop and maintain strong working relationships will be realized as an immediate asset to your school.

Being a keen and quick learner, I always look to increase my expertise and personal growth. I am looking for a position that provides opportunities for career-minded professionals, which I believe; result in long-term success for both the institute and personal objectives.

Enclosed resume herewith provides an overview of my qualifications and personal details. As my resume indicates, I possess more than 3 years' experience in the teaching field. I would highly appreciate an opportunity to meet with you or have a telephonic conversation at the earliest to discuss the opportunities within your institution.

Thank you for your time and consideration.

Sincerely,

Tazeen Dastageer

Enclosure:

Curriculum Vitae
Experience Certificate