

EXAMPLE APPLICATION LETTER FOR A TEACHING POST

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Mr. J Nkabinde
Ikaneng Primary School
Mahlangu Street
Diepkloof, 1847

Dear Mr. Nkabinde

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 design 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 learners
- Previously employed with Mount Hill Secondary School where I successfully increased 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,
Nokwanda Mkhabela