January 26, 2018

Mrs. Rosemarie T. Oracion  
Principal  
Nangka Elementary School  
Brgy. Nangka, Bayawan City  
Negros Oriental, 6221

Dear Mrs. Oracion,

This letter is a strong expression of interest in obtaining an Elementary Teacher position at Nangka Elementary School. As a dedicated and results-oriented individual with strong knowledge of elementary school teaching practices and protocols, I offer innovative and positive approach to teaching.

My relevant qualifications include:

❖ Bachelor of Elementary Education

❖ Exceptional communication and classroom presentation skills

❖ Advanced knowledge of Word processors, spreadsheets and Google Classroom

❖ Able to maintain appearance and decor of the classroom

❖ Adheres to all safety protocols to develop the minds of children in the most effective way

Understanding the needs of students and going beyond the call of duty is my second nature. I excel in a positive team environment, work with a high standard of integrity and easily adapt to new things.

I hope you will agree that my education and knowledge have prepared me well to contribute effectively to your school. I would enjoy speaking with you about your needs in detail and how can I best serve your mission.

Thank you for your time and consideration. I have attached my resume for your review.

Sincerely,

Jay Pearl A. Valor