

# Samuel

# Clinton

163 Ivy Road, Hawkville,  
GA, USA 31036  
123-456-7890

hello@reallygreatsite.com  
www.reallygreatsite.com  
@reallygreatsite

| PROFESSIONAL SUMMARY   | EDUCATION  | RELEVANT EXPERIENCE  |
|--|--|--|
| Creative and patient licensed high school English teacher with a year of teacher training. Excellent communication skills and novel approaches to creating lesson plans in line with curriculum. 90% satisfaction rate from both students and peers. Looking forward to applying skills and to contributing to high-quality secondary education at Sloaneville High School.  | <div><b>Bachelor in English Education with Certificate in Secondary Education</b><br/>De Loureigh University<br/>2021 - 2025</div> <div><b>High School Diploma</b><br/>Sloaneville High School<br/>2017 - 2021</div> | <div><b>Langtown High School</b><br/>Teacher Trainee<br/>September 2024 - March 2025</div> <div><b>Lernerra</b><br/>Training Intern<br/>June 2023 - September 2023</div> |
| SKILLS   | AWARDS   |  |
| <div><b>Classroom Management</b><ul style="list-style-type: none"><li>Encourages students to deliver short presentations summarizing the upcoming lesson</li><li>Send positive updates to parents through email and phone calls</li><li>Establishes rapport with students</li></ul></div> <div><b>Test Construction</b><ul style="list-style-type: none"><li>Regularly evaluates students' performance through weekly quizzes</li><li>Constructs mid-term and final examinations in various formats to gauge knowledge and comprehension</li></ul></div> <div><b>Lesson Planning and Module Design</b><ul style="list-style-type: none"><li>Provides learning checklists to students at the beginning of the term</li><li>Designs English learning activities based on traditional and online learning methods</li><li>Uses online teaching tools to facilitate virtual learning</li></ul></div> | <ul style="list-style-type: none"><li>Consistent Dean's Lister</li><li>Student Excellence Award</li><li>Community Development Award</li><li>Outstanding Student Teacher</li></ul>                                    |  |

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June 2, 2025

**Leon France**  
School Principal  
Sloaneville High School  
123 Anywhere St.  
Any City, ST 12345

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Dear Ms. France,

A cover letter allows you to professionally introduce yourself to a prospective employer. Your goal in writing your cover letter should be to encourage the employer to read your resume and consider you for a specific position.

Highlight your achievements, skills, experiences, and training that are relevant to the position you want to get. However, avoid simply repeating the information you included in your resume. Tailor your cover letter to each employer and job. Since you are applying for specific roles, give specific examples and events that demonstrate your ability to perform well if given the position.

Yes, you should maintain a professional air throughout the copy, however, an exceedingly formal tone may turn off those who read it. Remember to also show genuine enthusiasm for the job. You can think of it this way: it's not a suit-and-tie event, but a smart casual gathering. Steer away from highly personal information and questions about the position. This includes talking about salary expectations and company benefits. Instead, reserve such inquiries for the actual interview.

Make sure you proofread your cover letter before sending it. There are various online tools that can help you catch minor grammatical or typographical errors. Additionally, make sure your cover letter is easy to read. Use a simple font like the one used here. Avoid walls of text, too. Dividing your letter into paragraphs makes it easy on the eyes and organizes the information you provide.

Sincerely,

**Samuel Clinton**