Formal letter of application

Mrs. Violeta Marcu

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District 6, Bucharest

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Manager “C.M.D.P.”

18 Panselutelor Street

District 4, Bucharest

Date: 14th September, 2020

Dear Mrs. Violeta,

I am writing to apply for the vacant post of Mathematics Teacher which I found advertised on your website. Please see my attached CV.

I am currently studying Mathematics and Computer Science at the University of Bucharest, expecting graduation in 2023 with a bachelor’s degree in Computer Science.

I am knowledgeable in various teaching methods, due to the fact that I have been previously employed as a substitute teacher in another company offering private lessons to students or groups of students, therefore I am able to connect with learners of many backgrounds. During the one and a half years I have worked there, I further improved my knowledge and skills in working with students, as well as developed qualities that made me grow as a person.

I enjoy helping students reach their academic goals and gain a more in-depth understanding of mathematical concepts and real life phenomena that depend on such concepts. My lesson plans vary greatly, based on the reception I get from my learners and I am able to adapt to the needs of each class, a skill I consider crucial in working with both teenagers and adults. Students find that I am an innovative teacher who uses a number of teaching methods and styles in order to produce effective results, as well as weave some fun activities for the students between teaching sessions.

I have no doubt that you will find my credentials to be in order and that I am an excellent candidate for your Mathematics Teacher position. Please do not hesitate to get in touch so that we can discuss my qualifications in-depth. I thank you for your time and look forward to meeting with you.

Sincerely,

Gabriel Gruia