



Meera Biswas

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Dedicated high school art teacher with three years of experience in teaching art and art history, and in managing challenging classroom environments. Eager to join Clover Pike High School to share **expert knowledge in photography, digital and new media and graphic design.** Spearheaded St Thomas High School's annual student art exhibition and awards program.

SKILLS AND PROFICIENCIES

- Art history concepts, age-appropriate lessons, classroom management
- Graphic design software, painting techniques
- Creative thinking, effective communications, leadership, teamwork, time management

WORKSHOPS AND COURSES

Design Rally 2021
Studio Rallia
June 2021

Teaching Creativity to Teens
University of Ladakh
June 2020
Massive Open Online Course from Lernerra

WORK EXPERIENCE

- High School Teacher**
St. Thomas High School (September 2018 - Present)
– Teaches knowledge and skills in visual arts and art history. Facilitates discussions on aesthetic concepts and art appreciation. Demonstrates creative techniques in drawing, painting, and printmaking. Moderates student art club as teacher-adviser. Manages annual student art exhibition and awards.
- Freelancer**
Camelia Design (July 2011 - August 2018)
– Discussed business objectives and project requirements with each client. Applied creativity in designing eye-catching visuals. Supervised printing, production, and publishing of client-approved output.

- Photographer**
Shutter Club (June 2006 - July 2011)
– Communicated with and directed photographic subjects. Collaborated with other creative professionals, including graphic designers and art directors. Used a wide array of equipment, including cameras, lenses, lights and image editing software.

EDUCATIONAL BACKGROUND

Master of Fine Arts in Photography and New Media
Oakwood University
2006
APJ Abdul Kalaam Memorial Award

Bachelor of Fine Arts
Churchgate University
Santa Cruz
2004

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26 JULY, 2025

LEENA WALIA
SCHOOL PRINCIPAL
DELHI INTERNATIONAL SCHOOL
123 ANYWHERE ST.
ANY CITY, ST 12345

Dear Mrs. Walia:

A cover letter is a three- or four-paragraph document to an employer explaining your interest in a specific job. It's a one-page letter that is usually attached to your resume. This letter should also highlight your fitness for the advertised role.

Writing a cover letter as a mid-career professional is a bit different. But first, start with how you found out about the career opening and why you're interested in the job position. Be specific: use the correct names and titles.

As you write this letter, use clear and readable words. You want to come across as professional and approachable, but not overly formal.

Next, provide examples of why you're the right person for the job. Don't hesitate to use bullet points and include numbers that showcase your achievements. Rather than simply describe what you've done in previous jobs, show the recruiter or hiring manager what you can bring to the role. Express your passion and excitement to be part of the company and the team.

Finally, provide your contact information and how you prefer to be reached. Offer to meet with the reader at their earliest convenience. Thank them for their time and attention, and let them know that you look forward to hearing from them soon.

Before you send your cover letter, read your draft out loud to quickly spot errors and wordy sentences. You can also ask a friend to review your cover letter. Good luck on your job search.

Sincerely,



MEERA BISWAS