

XXXXXXXXXXXXXXXXXXXXX
Mobile: + XXXXXXXXXXXXXXXXXXXX, E-Mail: XXXXXXXXXXXXXXXXXXXX

Dated: DD/MM/YY

Dear Sir/ Madam,

It is with great interest that I am applying for the position of XXX (*mention position*), as advertised on XXX (*mention the source; e.g.; name of the newspaper, website or a mailer*). My **over 21 years** of experience includes responsibilities such as **Teaching (Hindi & Sanskrit), Student & Curriculum Management, Process Enhancement** and **Educational Leadership**.

As **TGT Language Teacher** with XXXXXXXXXXXXXXXXXXXX, I believe I meet all the essential criteria for the position. A summary of my experience and key accomplishments includes the following:

- Merit of working as Hindi Teacher and preparing the charts & display boards under the activity of Hindi Department
- Successfully taught students as per the syllabus of All India Secondary School Examination:
- Achievement oriented professional with excellent people management skills and capability to manage change with ease

I am now looking to take up roles in **Teaching (Hindi & Sanskrit) / Subject Coordination** across **Educational Institutes**. In addition, I am open to assignments across location.

I am keen to join your firm due to its leading position in the industry, great organizational culture, spirit of innovation, professionalism (you can chose as you see fit) that characterizes your firm and its employees. I am attracted to this role on account of the XXX (We suggest you mention certain key areas that have attracted you to this position – organizational performance, values, challenges, best fit, etc.) that it offers.

I appreciate your efforts in taking the time to review my credentials and experience. Looking forward to a positive response.

Thanking you,

Sincerely,

XXXXXXXXXXXXXXXXXXXXX

Enclosure: Resume