The Principal,

American Lyceum International School,

**Subject: Application for Appointment as Chemistry Teacher**

Respected Madam,

I am writing to express my high level interest to serve this esteemed institution as a Teacher. I have recently completed the coursework of Mphil Chemistry from Forman Christian College University. I have a BSc. Honors degree in **Chemistry** from Kinnaird College for Women University, Lahore (Session: 2014-2018). I completed studies from **LACAS Burki Campus** and was lucky enough to attend one of the best schools in the world.

The position is an ideal prospect for me at this point in my career. I believe I am a suitable candidate for the position in view of my knowledge and research experience. I have good academic background and well versed in all chemistry concepts. I have nearly two years progressive research experience and this has equipped me with a broad range of laboratory skills. This institute is very close to my heart as I am interested in teaching young minds, so I am deeply interested in offering my services to this prestigious educational institution in whichever way possible.

For further assistance, I have enclosed my resume. I am thankful for your time and consideration.

Sincerely,

Tayyaba Allamgir Sindhu

Contact: 03074165851

**Tayyaba Allamgir Sindhu**

Email: tayyabasindu10@gmail.com

Phone: 03074165851

Address: 109-E, Bhatta Kohar, New Airport Road, Lahore Cantt.

**Education**

**Forman Christian College University 2018**

* Mphil Chemistry (last semester)

Specialization in Biochemistry and Organic Chemistry

Completed extensive research work and writing thesis on ‘’Exploring Metal Salt based Solid Support Catalyst in the Synthesis of Biologically Important 1, 4-Dihydropyridine, Sulfonamides and Indole Derivatives.’’

**Kinnaird College for Women University (2014-2018)**

* BSc. Hons in Chemistry (Specialization in Organic Chemistry)

Completed extensive research work and wrote thesis on ‘’Synthesis of Some Heteroaryl Imine Derivatives of Methyl 2-[(methyl sulfonyl)aminobenzoate .’’

**Defence Degree College for Women (2012-2014)** ▪ Fsc. Pre-Medical

**Lahore College of Arts and Sciences (LACAS), Burki Campus**

* G.C.E ‘O’ Level (June 2012) Sciences

**Projects and Research Papers**

* Successfully submitted two papers to ChemistrySelect that is a ChemPubSoc Europe journal
* Presented a project on human digestive system in zoology class at KCWU

**Experience**

**NovaMed Pharmaceuticals’ (Pvt) Ltd.**

* QC Analyst (Internship programme: 3 months)

**Bright Future School, Awan Market**

* [Active Citizens-British Council](https://www.britishcouncil.org/active-citizens) (Community service project) Duration: 5 months

**Teaching Assistant at Forman Christian College University**

* Planned and led help sessions and recitations
* Coordinated materials, conducted lab sessions, and graded lab reports

**Skills**

* In-depth knowledge of concepts, theories and experimental techniques of chemistry (organic, inorganic, physical and analytical)
* Experience using instrumentation of analytical techniques such as AAS, FTIR, HPLC, GC, ICP, UV-Vis, TLC, pH meter and titration
* Proficient in Microsoft office (word, excel, PowerPoint), Chemsketch, Chemdraw, SPSS Statistics and Minitab

**Workshops and Seminars**

* Attended workshop on Fundamentals of Research organized by Faculty of Natural Sciences and ORIC
* Attended Seminar on Functional Nanomaterials for Solar and Chemical Energy Conversions by Dr. Khurram Joya
* Attended one day workshop on NMR: A Practical Approach to Solve the Structures of Organic Molecules
* Attended workshop on Optimization Through Response Surface Methodology
* Attended workshop on Basic Tools of Reaction Mechanism

**Conferences**

**18th International Chemistry and 30th National Conference on Recent Trends in ChemistryCCUMT-2019**

* Participated in this conference and attended valuable sessions of Renowned Scientists of the World and Pakistan
* Presented poster contributed paper in the conference

**3rd International Conference on Chemical and Pharmaceutical Sciences: New Trends in**

**Medicinal and Pharmaceutical Chemistry-2020**

* Received 3rd position for the poster contributed paper
* Received certificate of services provided for the conference
* Received certificate of participation in the conference

**3rd Annual Poster Competition by Faculty of Science and ORIC**

* Received certificate of participation for the poster contributed paper

**Awards and Achievements**

* Best Discipline Certificate by LACAS
* Merit Scholarship of Mphil by FCCU

**Co-Curricular Activities**

* Participated in Nestle Healthy Women Quiz competition
* Certificate of Participation in **“Jamhoriat Hum Se”** competition 2019 organized by Women Parliamentary Caucus and Westminster Foundation for Democracy