**Teaching Personal Statement Letter**

To,

Mr. Billy Joe

St. Xavier’s School of Business & Administration

New York

USA

Date: 20-09-2013

**Sub: Application for teaching as “Management Guest Lecturer”**

Dear Sir,

At the onset of the letter, kindly allow me in introducing myself as Thomas Poerto Harry, a professional visiting teacher in South Zombia College, NY. On reference to the advertisement in an eminent job portal in New York for the position in “Management Guest Lecturer” in your renowned college, I am writing this formal letter to you to state my interest on the same position.

To start with my academic background, I would like to mention about the high school where I studied management on preliminary studies and became interested in the subject. Later, I did my Bachelor’s degree with specialization in Management and other auxiliary subjects were Economics, Business Administration and Statistics. I secured 72%marks in Bachelor’s degree in Management and it helped me in doing the Master degree from University of Texas. During my Bachelor’s degree, I started my career with a job of teacher in the New York Public School in day shift. That very job made me interested in choosing the line of a teacher and I realized that I love to share my knowledge with the students and I love to see them growing intelligent and scholastic. After completion of Masters Degree, I got the job offer of visiting teacher of Management in South Zombia College in New York and I have been attached with them for last 2 years now.

I am applying for the advertised post as I feel that my credential and experience suit to your requirement and I also want to be involved with the renowned college like yours. I aim to give the students as many learning opportunities and knowledge as possible to make them prepared for future life.

I would be highly glad if you kindly accept my application and let me know if I can be considered for the position of Management Guest Lecturer in your university. Enclosed please find my updated curriculum Vitae and copies of educational and professional certificates for your kind perusal.

Thanking you,

Yours sincerely,

Thomas Poerto Harry