

# Nigel Brookes

## Substitute Teacher

*Sean Merchant  
Hiring Manager  
Dayjob Ltd  
The Big Peg  
Birmingham  
B18 6NF*

*Date: 1<sup>st</sup> September 2013*

Dear Mr Merchant

Your company recently advertised on the dayjob.com website for a Substitute Teacher. After reading the job description I am confident that I would be a perfect fit for this position as my experience and abilities precisely match your requirements.

Without wishing to sound boastful I feel that I come to you with a background that is unique and distinctive from other applicants. I have a long track record of taking responsibility for the progress of a class of pupils, as well as planning, preparing and presenting lessons that cater for the needs of the whole ability range within a class. These successes coupled with my proven ability to teach have prepared me well for a position at your school. My core strengths include, but are not limited to the following:

- Managing student's behaviour using the latest teaching techniques and procedures.
- Educating a child according to their age, ability and aptitude.
- Always maintaining a professional relationship with all staff and parents.

For additional information about my capabilities please view my attached resume.

Right now I want to work for a reputable and exciting school like yours where there will be a big stage for my talents. Therefore I would welcome the chance of an interview where we would be able to discuss in greater detail the value and strengths I can bring to your already successful institution.

I thank you for your time and I look forward to hearing from you.

Yours sincerely

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