

Cover Letter for The Post of An Assistant Teacher

Question: Suppose, you are Moin/Meena and you have passed B.A. (Hon's). M.A. (English). You have seen a vacancy advertisement in a newspaper for the position of an English Teacher in X High School. Dhaka. Now, write a cover letter for the post.

Answer:

Moin Ahmed
7/A, Bonani
Dhaka
October 22, 2014
The Headmaster
Ideal Preparatory School
Dhaka.

Subject: Application for the post of an Assistant Teacher in English.

Dear Sir,

In response to your advertisement published in The Daily Ittefaq on 15th October 2014, I would like to apply for the post of Assistant Teacher in English in your reputed School. Actually, I am looking for this type of job and I believe that you will find me a suitable candidate for this post. My CV is enclosed with the letter.

I look forward to hearing from you and hope that you would be kind enough to call me for an interview.

Yours sincerely

Moin Ahmed

Encs. CV