

# Taylor Nash

example@myemail.com

(098) 765-4321

456 My Street, San Diego, CA 76543

Nicola Hardy

Sylvan Learning

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youreemail.com

[month, day, year]

Dear Ms. Hardy,

In 2020, 65% of my private students exceeded their predicted exam results by two grades or higher. My inspiring materials and engaging teaching style motivated them to work hard and achieve their full potential. I am excited to provide the same energetic and purposeful curriculum delivery as a tutor at Sylvan Learning.

I understand that you are looking for a qualified high school English teacher with experience planning and teaching high-quality lessons online. As a dedicated practitioner with more than seven years of experience and two years spent exclusively teaching via online platforms, I believe my successful track record demonstrates my suitability. My recent accomplishments include:

- Securing rapid progress for students with English as an additional language, resulting in an 85% pass rate for this group
- Using my strong assessment skills to identify learning gaps and generate personalized progress plans, improving overall attainment by 43% in 2020
- Delivering a successful special interest class to engage students with Shakespeare's works with a 100% retention rate

I am available at your convenience to discuss how my extensive experience and outstanding teaching practice can best serve Sylvan Learning's students in 2021.

Sincerely,

Taylor Nash

P.S. I would love to explain why my self-published book on English teaching strategies for children with ASD was featured in an issue of TEACH magazine.