**To** Place: Bangalore,  
The HR Manager, Date: 12 Jan 20223.   
School Name,   
Bangalore.

Sub: Application for ……………… job.

I have come to know about the opening of an **Elementary Teaching** position in your school, and I believe that my qualifications and experience are closely aligned with your requirements.

I am a **B.Sc Science graduate**, have more than **5 years** of experience in teaching. My qualifications and experience are a great match for this job.

I have enclosed my resume for your reference and hope to hear from you shortly.

I would greatly appreciate the opportunity to meet personally at your convenience, to talk more about my capabilities and the needs of your organization.

I appreciate your time and consideration.

Sincerely,   
Your name.   
Email id.   
Mobile no.