**Your Name**

Street Address

City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

My name is [MNA]. I have been working as a senior PHYSICS teacher in [SCHOOL/COLLEGE] for five years. I have three-year experience of teaching at [Barkley] after I graduated from [COLLEGE/UNIVERSITY] in 2009. I came to know through [SORUCE] that a vacancy for a senior Physics teacher is vacant at your institute.  I am interested in applying and starting this job as it is an honor to teach at [INSTITUTE]; a well-known institute in the country. I am sure that I possess all the required qualification, certificates, and experience to qualify for the job.

I have attached my CV and other relevant documents to this letter. Looking forward to your response.Sincerely,

Your Name

Enclosure