

Teacher cover letter

Two sample letters, experienced and fresher. Keep the one closer to your situation, replace the text in [brackets] and every detail with your own.

SAMPLE LETTER: EXPERIENCED

Dear Principal,

I am writing to apply for the post of PGT Chemistry at [Organisation name]. I have an M.Sc in Chemistry, a B.Ed and seven years of teaching experience in CBSE senior secondary classes, and your school's well-equipped labs and science club would let me teach the subject the way I believe it should be taught.

At my present school in Indore, I teach Classes 11 and 12 and coordinate the chemistry lab. I restructured practical sessions so that every student performs each experiment individually rather than watching a demonstration, and board practical scores in my sections have stayed consistently strong. I also run weekly doubt-clearing sessions for students preparing for engineering and medical entrance exams.

I mentor two new teachers in the science department, review their question papers and help set the school's term examinations according to the CBSE blueprint.

I am comfortable with digital tools for assessment and parent communication, and I have completed CBSE capacity-building training on competency-based questions. I can join from the next academic session after serving one month's notice.

Thank you for considering my application. I would be happy to take a demonstration class.

Regards,
[Your name]

SAMPLE LETTER: FRESHER

Dear Principal,

I am applying for the post of TGT English at [Organisation name]. I hold an MA in English and a B.Ed, and I have qualified CTET Paper II. Your school's focus on reading programmes and student-led assemblies is the kind of environment in which I would like to start my teaching career.

During my B.Ed internship at a CBSE school in Dehradun, I taught Classes 6 and 7 for sixteen weeks. I prepared lesson plans with pair work, short reading circles and weekly writing tasks, and I tracked each student's reading level at the start and end of the term. Most of the students in my section moved up at least one level by the end.

I also started a small class library with donated books and ran a Friday storytelling period that students began to lead themselves after a few weeks.

I am comfortable using smart boards and preparing worksheets, and I understand CBSE's competency-based assessment approach. I am available to join from the new session and can also support the school's debate or drama activities.

My resume, certificates and a sample lesson plan are attached. Thank you for considering my application.

Regards,

[Your name]

BEFORE YOU SEND IT

- Put your subject, post (PRT, TGT or PGT), board experience and eligibility such as B.Ed, CTET or state TET in the opening lines. Schools often screen applications on these before reading further.
- Include one classroom result a principal can picture, like improved reading levels or a lab routine you changed. Skip general lines about loving children or shaping young minds.
- Offer a demonstration class in your closing paragraph and attach a sample lesson plan. Many Indian schools hold a demo before the interview, and offering first shows confidence.
- Keep personal details such as marital status, family background and religion out of the letter. Mention the session you can join from and your notice period instead.