Funke Okonkwo
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The Human Resources Manager
National Institute for Nigerian Languages (NINLAN)
Head Office, Lagos

Dear Hiring Manager,

APPLICATION FOR THE POSITION OF TEACHER

I am writing to apply for the position of Teacher at National Institute for Nigerian Languages (NINLAN), which I saw advertised on Omadaily. National Institute for Nigerian Languages (NINLAN) is a respected name in education, and I would welcome the chance to grow my career with your team.

I hold a B.Sc. (Ed.) Mathematics from Lagos State University, and I have 6 years of experience, most recently as a Teacher at Unity Square Ltd. In this role I teach mathematics to 150 students in SS1 to SS3, and I raised WAEC credit passes in my classes from 64% to 85%.

I believe in the power of education and would be proud to support the work National Institute for Nigerian Languages (NINLAN) does for learners and their families. I am also skilled in lesson planning, classroom management and student assessment.

I have attached my CV for your review. I would be glad to attend an interview at your convenience to discuss how I can contribute to National Institute for Nigerian Languages (NINLAN). Thank you for your time and consideration.

Yours faithfully,

(Signature)
Funke Okonkwo

Free sample from omadaily.com. Edit it to fit your own experience.