FATIMA SHAIKH

B.A., B.Ed. (English)

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The Principal
Orchid Public School
Andheri West
Mumbai 400058

Subject: Application for the position of TGT English

Dear Hiring Manager,

I am writing to apply for the post of TGT English at Orchid Public School, advertised in the Times of India. I hold a B.A. and B.Ed. in English and have taught classes 6 to 10 for four years at a CBSE school in Thane.

In my current school I teach English language and literature to five sections, prepare question papers and coordinate the annual reading programme. I plan lessons around activities, discussion and regular writing practice, so that students gain confidence rather than memorising answers. My class 10 sections have achieved strong board results for three consecutive years.

I am comfortable with smart classrooms and online assessment tools, and I enjoy co-curricular work such as debates, the school magazine and annual day. I am drawn to Orchid Public School because of its focus on reading and holistic development.

Thank you for considering my application. I would be glad to give a demonstration lesson at your convenience.

Yours sincerely,

Fatima Shaikh

Enclosure: Resume, B.Ed. certificate