

## *Cover letter*

### ***Respected Sirs***

I am interested in applying for teaching position in your school. With 8 years of vast teaching experience of pre-primary, primary and middle school, I believe my teaching experience and passion for community engagement make me an ideal candidate for a teaching position at your school.

I am currently teaching fifth to seventh grade children at GEMS International school. Your organization emphasizes its unique position as a school that caters to all students, so I think my varied experiences would make me an asset to your organization.

Your school strives to engage students in the larger community. I have experience incorporating community service projects into my classrooms. I would love to find ways to integrate service learning into my lesson plans.

It is my goal to combine my range of experience with my ability to be a compassionate, enthusiastic, intelligent teacher who will make a positive contribution to larger community. I would welcome an interview and hope to hear from you at your earliest convenience.

***Thanks***

***Regards Pooja***

***Rajput***

# Pooja Rajput

B-827A, Palam Vihar, Gurgaon, India

Contact No- + 91-8860818123

E-Mail - [pooja.jasrotia@gmail.com](mailto:pooja.jasrotia@gmail.com)

## **Objective:**

*To take up challenging careers and grow consistently along with the organization.*

## **Personal Details:**

*Father's Name : Vinod Kumar*  
*Date of Birth : 24.06.1988*  
*Age : 30 years*  
*Sex / Status : Female / married*  
*Nationality : Indian*  
*Mother Tongue : Hindi*  
*Languages Known : English & Hindi*  
*(Reading, writing, speaking)*

## **Educational Qualification**

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<i>S.No.</i>	<i>Course</i>	<i>Name of Board/University School/College</i>	<i>Year</i>
<i>1.</i>	<i>Bachelor in Education</i>	<i>Jodhpur National University</i>	<i>2012-13</i>
<i>2.</i>	<i>Master in English</i>	<i>Periyar University</i>	<i>2011-12</i>
<i>3.</i>	<i>MBA (HR)</i>	<i>Sikkim Manipal University</i>	<i>2010-11</i>
<i>4.</i>	<i>B. Com</i>	<i>University of Delhi</i>	<i>2008</i>
<i>5.</i>	<i>10 + 2</i>	<i>Central board of secondary</i>	<i>2005 education</i>
<i>6.</i>	<i>Matriculate</i>	<i>Central Board of Secondary Education</i>	<i>2003</i>

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## **Work Experience**

- Presently working as PRT/TGT teacher in GEMS International school, Gurgaon from Sept 2016
- Worked as PYP teacher in Pathways world school from Aug 2014 to Sept 2016
  
- Worked with GEMS International school, Gurgaon from July 2011 to Oct 2012
- Worked with Swiss Cottage School, Gurgaon from July 2009 to June 2011 ➤  
Worked with Mystery Shopping Services Pvt Ltd as a Project coordinator from August 2008 to April 2009
- Worked with Vidya Public School, New Delhi from April 2006 to July 2008

**Technical Expertise:**

Course : Account Assistant Course

Bhartiya Vidya Bhawan

Name of Institute : KG Marg, New Delhi

The course included WINDOWS/WORDPRO/LOTUS123/FREELANCE GRAPHICS/APPROACHES/LOTUS NOTE/TALLY EXNGN and Integration with office routine

**Professional Experience**

- Completed 220 Hour Diploma in TESOL/TEFL with Specialization in Young Learner Teacher Training Program from Asian College of Teachers
- Done PTT (Primary Teacher Training) from Vidya Institute for Women ➤  
Done certificate course of ECCE (Early Childhood Care Education) from NIOS
- Attended Teaching Skill Programme from Satya Global Academy
- Attended Teacher Trainings workshops on Blended learning, inquiry based learning, Differential learning, Designing Learning Centers and Inclusive Education, Subject related and IB (PYP) workshops from OXFORD, Nelson, KA Associates

### **Summary of skills**

1. *Knowledge of subject and strong interest in teaching.*
2. *Excellent communication and writing skill*
3. *Ability to plan the lesson and deliver them efficiently to the students.*
4. *Capability to maintain the relationship with students as well as inspire them*
5. *Strong interpersonal as well as organizational skill.*
6. *Ability to discuss with students on the academic problem.*
7. *Capability to provide the solution regarding the subject.*
8. *Experience of handling special need children.*
9. *Knowledge of dealing with foreigners and expats from different countries.*
10. *Different teaching strategies*

### **Hobbies**

- *Listening music*
- *Reading novels and books*
- *Adventure sports*
- *Travelling and Singing*

### **Declaration:**

*I pledge and pronounce that all the above information is true to best of my knowledge.*

*If a chance is given to me, I shall leave no stone unturned to perform my duty honestly.*

***Date:***

***Place: Gurgaon***

***(Pooja Rajput)***