

## Teaching Assistant

**Jane Brown**  
**101 Any Road, Every Town, XX1 1YY**

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Mr John Smith  
ABC Company  
All Streets  
Any Town  
AA1 1ZZ

(Date)

Dear Mr Smith

### **Position of Teaching Assistant**

Please find attached my CV for the post of Teaching Assistant as advertised.

I believe that I am suited to this position because of my summer work experience, positive attitude and patience.

As you can see from my CV, I worked in XYZ School last summer as part of an organised work experience programme. I also tutored a number of pupils in the 8 to 12 years range in English and can provide excellent references from their parents. The biggest strengths that I would bring to the post are good organisational skills to plan activities and excellent communications skills, including listening to the needs of the students.

I have applied for this position because I believe that the school is a progressive one that places its pupils at the heart of all of its activities. I would welcome the opportunity to contribute to the work that the school does and feel that I would be a real asset to the teaching team.

I would be keen to discuss the position with you at any time. I can be contacted on (phone number) or at (e-mail address).

Thank you for your consideration.

Yours sincerely

Jane Brown

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