

Identify the different parts of this cover letter.

A

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Kingdom of Bahrain

B

Capital Institute
F15 B8659 R5201 Zinj 654
Kingdom of Bahrain

D

Dear HR manager,

C

22 March, 2023

E

The job that you are
applying for

Where you read about
the job vacancy

I'm writing to apply for the position of an English language teacher at the Capital Institute, as advertised on *The Times* newspaper careers webpage. I've included my CV for your consideration.

Body: Why you are an excellent match for the job

F

I believe I am well-qualified for the job. I have a B.A. with Highest Distinction in English from the University of Sfax in Tunisia. I am a Microsoft Certified Educator and I have obtained the TKT, CELTA, and DELTA certificates from the British Council.

G

I have more than 20 years of active teaching in the UK, Tunisia, and Bahrain. I taught students from different nationalities from grade 1 to university. I also worked part-time for the BQA and in different language institutes. Throughout my career, I have used a big number of coursebooks and deployed a lot of strategies to cater for the needs of my pupils.

H

I spend much of my time at home preparing lessons and communicating with my students because I consider them as my kids and I care about their future. I take my job seriously and I am always ready to help new teachers

I

Thank the recipient for
reading your letter and
show readiness to
attend an interview.

Thank you for your time and consideration. I am looking forward to having the opportunity to discuss my application further with you in person. I am also available for an interview at any time that is convenient to you.

J

Cordially,
Nizar A. Aziz

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