

Cover letter

Name: Archna Sharma

villa no – 120
Nambiar Ellegenza,
Muthanallur Road, Gopasandra
Bengaluru - 560099

To,

The Principal,

Subject- Job application for Hindi Teacher

Respected Madam,

Please accept this letter and my enclosed CV in application for the position of a Hindi Teacher.

I believe that my greatest teaching strength is my ability to understand each student's unique requirements and assisting them to achieve as much as they can. I find myself competent enough to be good teacher and working with devotion and passion is the foremost thing to me. furthermore, I possess good language, communication, personality and inter personal skills.

My knowledge, skills and experience make me the perfect person for this position. I would be an asset to your school and would love the opportunity to assist in development and progression of student's learning.

Thank you for taking the time to consider my application. I look forward to hearing from you and discussing my suitability for this role within your institution.

Yours sincerely,

Archna Sharma

Archna Sharma

Contact Information

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Professional Summary

Hindi Language Teacher, Science Teacher with over 5+ years of experience. Experience in designing curriculum for CBSE, engaging lesson plans, and cultivating long-term relationships with students and working in fast-paced academic environments. Provided a safe learning environment that fostered growth of students both academically and emotionally. Optimized student performance by promoting goal-oriented activities and encouraging critical thinking.

Skills:

- Excellent classroom manager with the ability to focus children's minds on the task of hand.
- Careful lesson planner with the skills to keep all records presentable and up to date.

- Ability to mentor newly qualified teachers and to assist them with classroom duties.

Teaching Experience:

Glentree Academy Whitefield School Bangalore

PRT, TGT Hindi Teacher (CBSE), May-2021

Class Teacher for grade 5

Handling Gr-5,6,7 and 8(present)

House moderator responsibility

Cultural committee member

- Observed and evaluated students' performance, behaviour, social development, and mental health.
- Boosted and motivated the student grasp of materials with weekly tutoring sessions as performance enhancement class.
- Preparing question papers for the curriculum. Graded assignments quickly to assess student progress and communicate results with students and parents.
- Online teaching through TEAMS
- Maintained assignment grades and worked closely with students needing additional mentoring.
- Organized rooms in line with current educational thinking to maximize educational opportunities.

Emmanuel Mission School Alwar (Rajasthan), May 2005 to April 2007

Science and Computer Teacher

Class Teacher for Grade 6

- Science teacher for grades 4, 5, and 6. Computer teacher for 1 to 10.
- Keeping a record of each individual student's performance and development.

- Planned and implemented different daily activities to enhance overall development and growth of every student.
- Developed and deepened relationships with students, family members and faculty to promote optimal student learning environments.
- Collaborated with teaching staff to devise and implement coordinated educational strategies and student support networks.
- Helped students develop important learning skills and good study habits useful in trade school or college education
- Assessed students' strengths and weaknesses regularly to provide appropriate methods for addressing learning needs

India International School Alwar (Rajasthan) May 2003 to April 2005

Computer Teacher

- Communicated frequently with parents, students and faculty to provide feedback and discuss instructional strategies
- Collaborated with other faculty members to review data and develop instructional strategies to address student learning objectives
- Designing general education curriculum for students using various instructional techniques and technologies
- Kept students on-task with proactive behaviour modification and positive reinforcement strategies
- Supported student teachers by mentoring on classroom management, lesson planning and activity organization
- Reviewed curriculum and devised alternate approaches to presenting lessons to increase student understanding
- Enhanced student learning by optimizing wide range of instructional approaches and innovative classroom activities

- Boosted student grasp of materials with weekly tutoring sessions

Educational Qualification:

- ❖ **B.Ed. (Hindi, Biology) From Bengaluru University (2018 to 2020) with first div.**
- ❖ M.Sc. (computer science) from MD university Rohtak in 2003 with first div.
- ❖ B.Sc. (Biology, Hindi & English) from MDS university Ajmer in 2001 with first div.
- ❖ 12th board from MDS university Ajmer in 1998 with first div. (Biology, Hindi & English)
- ❖ 10th board from MDS university Ajmer in 1996 with first div. (Hindi, English, Maths, Science, Social Study & Sanskrit)

Languages and Certifications:

- English and Hindi
- CBSE Trainings.

Software Skills:

- Proficient in Microsoft Office applications.
- Expert with Google drive
- Microsoft Teams
- Google classroom
- Zoom
- Quizzes

Hobbies and Interest:

- Listening Music
- Painting
- Cooking

