**To,**

**The Principal,**

**Subject: Application letter for the post of a Pre-Primary / Primary Teacher**

**Respected Ma’am / Sir,**

I wish to apply for the post of a pre-primary/ primary teacher in your reputed school.

I am currently working at **DELHI PUBLIC SCHOOL, HOWRAH** as a pre-primary teacher. Prior to this, I worked at **THE HERITAGE SCHOOL** for 3 years.

I have done my schooling from **La Martiniere for Girls Kolkata, India**. I have done my Teacher’ Training Certificate Course from **The Assembly of God Church Teachers’ Training Junior College, Kolkata, India.** I have completed the **220 hours online International Diploma in TEFL/TESOL Program** from **Asian College of Teachers.**

My ultimate goal is to be a creative teacher and contribute towards building a better society by building better boys and girls. I wanted to start a career where I can get an opportunity to educate young children. Pursuing teaching as my career is my long-term goal and I look forward to having the opportunity to work in your school as a team. I am confident that my fresh ideas and skills will be a valuable contribution to your students’ learning and development process.

I kindly request you to consider me for the interview process. The resume has been attached to this letter.

Thanking You,

Yours Faithfully,

**Sonalina Ganguly.**

**SONALINA GANGULY**

sganguly1705@gmail.com |8479097082 / 8777543382

EC-29 SECTOR 1 SALT LAKE, KOLKATA-700064.

**OBJECTIVE**

I am a motivated and enthusiastic educator with a passionate commitment to student development. I wish to obtain a position as an elementary school teacher that will utilize my dedication to children’s educational needs and development.

**WORK EXPERIENCE**

* Pre-Primary Teacher at **Delhi Public School, Howrah** (27th March 2024-present)
* Pre-Primary Teacher at **The Heritage School** (5th April 2021-31st March 2024).

**EDUCATIONAL QUALIFICATION**

**220 hours online International Diploma in TEFL/TESOL Program** from Asian College of Teachers (6th July 2020-6th March 2021)

**Teacher’ Training Certified Course (T.T.C)** from The Assembly of God Church Teachers’ Training Junior College, Kolkata, India (March 2018-March 2020)

**PGPM (Post Graduate Program in Management)** from Globsyn Business School (July 2013-May 2015)

**Bachelor of Business Administration (B.B.A Hons)** from The Institute of Engineering and Management (August 2010-June 2013)

**Passed I.S.C** from La Martiniere for Girls, Kolkata in 2010

**Passed I.C.S.E** from La Martiniere for Girls, Kolkata in 2007

**PERSONALITY TRAIT**

Confident, patient, creative, caring, good communicator, keen observer, believes in continuous growth and promotes active listening.

 **INTERNSHIPS DURING T.T.C**

|  |  |
| --- | --- |
|  **Institution** |  **Class** |
| Our Lady Queen of the Missions School |  Nursery |
| La Martiniere for Boys |  I |
| The Frank Anthony Public School |  III |
| St. James’ School |  III |

**CO-CURRICULAR ACTIVITIES/CERTIFICATION**

* Certification in **Piano** from The Royal School of Music, London, till the 6th grade.
* Certification in **Elocution (Bengali)** in various school competitions.
* Participated in various drama programmes in school
* Active member of Kalyani (an NGO group) in college.

**LANGUAGES KNOWN**

English - Read, Write, Speak (Professional)

Bengali - Read, Write, Speak (Professional)

Hindi - Speak (Intermediate)

**DECLARATION**

I hereby declare that the above information is true to the best of my knowledge.

Date: 29.11.2024

Place: Kolkata (SIGNATURE)