COVER LETTER

**MUMTHAZ**

**MUMTHAZ.351136@2freemail.com**

Dear Hiring Manager,

I'm applying for a teacher's position at your school. Based on the posted description, I'm confident that I am fully

Qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your

Earliest convince.

Please find my resume attached.

I can be reached at the number above or at my email address.

****CURRICULAM VITA

**CARIER OBJECTIVE .**

To become a successful professional in the field of Education and to work in an innovative and competitive world. I believe in continuous progress and growth.

**ACADEMIC QUALIFICATIONS .**

* **Higher Secondary (2002-2004)**

System of Education : Payyanakkal GVHS

* **Secondary Education (2001-2002)**

System of education : Secondary School Leaving Certificate Examination. Government of Kerala

(Payyanakkal GVHS, Calicut, Kerala)

* **International Montessori (2016-2017)**

System of Education : Diploma in International Montessori Teacher Training Course

(National Child Development Council: NCDC, Calicut, Kerala)

**PERSONAL PROFILE .**

* Age : 29 years
* Date of Birth : 21-04-1987
* Nationality : Indian
* Religion : Islam
* Gender : Female
* Marital Status : Married

CURRICULAM VITAE

**PROFESSIONAL PROFILE .**

* Imaginative and logical reasoning skill.
* Superb Communication skill.
* Able to tact workload and work pressures.
* Capable to arrange the works according to the preference and importance.
* Self-motivation, initiative with a high level of energy.
* Verbal communication skills.
* Decision making, critical thinking, organizing and planning.
* Patience.
* Tolerant.
* Flexible to different situations.

**HOBBIES .**

Traveling, Chatting, Listening music and Searching New Tech in Youtube.

**COMPUTER PROFICIANCY .**

MS Word, MS Excel, MS Access, Power Point
Internet Applications.

**DECLARATION .**

I consider myself familiar with Teaching Aspects. I am also confident of my ability to make myself best teacher.
I hereby declare that the information furnished above is true to the best of my knowledge.