

Cover Letter

PGT (Chemistry)

To,

The Recruiter,

Respected Sir /Madam,

I am writing this in response to you for the post of **PGT Chemistry Teacher**. I believe my extensive knowledge makes me an excellent candidate for the post.

I have completed my **Masters in Chemistry** and presently connected in a reputed C.B.S.E. school as **PGT chemistry**. The subjects I have dealt with students couple with CBSE syllabus for 9th to 12th classes. I have deep knowledge in many of the science subjects that include **Physics, Maths** etc. In addition to this, I have good knowledge of **English and Hindi** with strong writing skills.

I am very much interested in taking education to the next level by bringing the essence of chemistry into the daily lives of the students. My experience in industrial research work allows me to develop my skills as well my urge of learning this subject more and encourage my students to do the same. Teaching is something I always wanted to do and this job position will give the edge of a new working environment.

If you feel that I can be the right person for the post then do call me at **+91- 9893648970, 7000124397** or Email me at (rajesh.rk.sharma669@gmail.com) This job will certainly allow me to indulge in cultural explorations and passion.

Thanks for your time and considering this letter.

Sincerely,

Rajesh Sharma

Date :

Joining Time: As earliest as possible (Within 7 Days)

Enclosure: Resume, Certificates, Other Documents



Resume

Rajesh Sharma

Cell: +91-9893648970, 7000124397

Email: rajesh.rk.sharma669@gmail.com

Career Profile

A skilled and professional Chemistry Teacher having vast experience in Teaching and administration of school activities, able to Successfully managed students from 8th to 12th Grade.

Qualification summary

- Excellent communication and Leadership skills.
- Possess resource management, time management and discipline management skills
- Ability to recruit, train, supervise and evaluate staff members
- Strong logical and analytical skills

Professional Experience

2022 to 2018: Assigned as

***PGT chemistry in Vatsalya International School, Khambhat (Day boarding CBSE School)**

2018 to 2016: Assigned as

***PGT chemistry in Alchemy School, Surat (CBSE School)**

2016 to 2015: Assigned as

***PGT chemistry in Vashishtha Vidyalaya, Surat (CBSE School)**

2015 to 2014: Assigned as

***PGT chemistry in Vatsalya International School, Borsad (Residential CBSE School)**

2014 to 2012: Assigned as

***PGT chemistry in MKGM School, Vadodara (Residential CBSE School)**

2012 to 2011: Assigned as

***PGT chemistry in Elite Boarding School Ahmadabad (Day boarding GSEB School)**

2011 to 2009: Assigned as

***PGT chemistry in Vidya Bhavan School, Ujjain (CBSE School)**

2009 to 2006: Assigned as

***PGT chemistry in Bhartiya Gyanpeeth School, Ujjain (M.P.) (MPSEB School)**

Work Profile

- Implemented, developed and maintained curricular and extracurricular programs.
 - Managed students and all activities of the school.
 - Monitored attendance of students and staff members.
 - Reviewed text books and notes of students and gave suggestions to them for improvement.
 - Maintained safe and peaceful environment in school.
 - Performed the tasks of rewarding students with zero absenteeism.
 - Assisted school management in maintaining proper discipline inside school campus.
 - Imparted trainings to teachers on techniques and methodologies of teaching.
 - Administered various operations of school activities.
 - Attended student management programs.
 - Supported and encouraged innovative instructional programs.
 - Established procedures and schedules for supervision of students in classroom
- Educational Profile

Basic Qualification

M.Sc. (Chemistry)

From prestigious **Holkar Science Colloge** of **DAVV University**, Indore in **First Division** securing **University Merit**.

B.Sc. (PCM)

From a prestigious **Holkar Science Colloge** of **DAVV University**, Indore in **First Division**.

Professional Qualification

B.Ed. (Maths, Science)

From a prestigious **Lokmanya Tilak college of Education** of **Vikram University**, Ujjain in **First Division**.

PGDCA. (Computer Application)

From a prestigious **MCU. Bhopal** in **First Division**.

Personal Profile

Name : Rajesh Sharma

Father's name : Late. Dr K. Chandra

Nationality : Indian

Language Known : Hindi /English / Gujarati

Computer Skills : Windows, PowerPoint, Internet, MS-word, MS- Excel

References

Excellent references available upon request.