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February 8, 2022

Mr Ng Seng Kee
Sunflower Private School
654 Jalan Anggerik
Petaling Jaya, Selangor
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Dear Ng,

I am interested in the summer teaching internship for college students at Sunflower Private School this spring. UOW Malaysia KDU is where I am presently pursuing a bachelor's degree in Elementary Education. I am certain that my education, hands-on experience, and skill set would qualify me for this position and your school.

I have completed the needed coursework for a degree in elementary education during the previous three years and have been awarded to the Dean's list each semester. In addition, I served as a substitute teacher at Idyllic Elementary School in Kuala Lumpur, over the winter and spring breaks. In each of these capacities, I helped implement lesson plans, adapted my teaching style to better suit the students with whom I was working, and altered lesson plans under the supervision of the classroom teacher. These experiences have enhanced my preparedness, flexibility, and cooperation skills.

In addition to these school experiences, I have engaged in a volunteer reading effort through my local library to assist struggling students with their reading. This experience broadened my tutoring ability, which is an important component of my

summer teaching internship at Sunflower Private School. Furthermore, my involvement in the library reading campaign enables me to smoothly assist the faculty's literacy goal at Sunflower Private School.

I'm excited about the summer teaching internship at Sunflower Private School. Please find my résumé enclosed, which highlights my qualifications for this position. My classroom and literacy tutoring experience and my instructional skills, I feel, will be beneficial to the development of your students. Thank you for your time. I hope to hear from you soon.

Best Regards,

Sarah Tan

This is a sample reference Cover Letter For Internship from the UOW Malaysia KDU column - [How to write a cover letter for an internship](#).