DATE

To

[Recipient Name]  
[School Name]  
[Address]

Re. Applying for the Job of Teacher Working from Home

Dear Sir,

I am penning this application to you with the reference to the announcement for the performance of fulfilling the vacant positions for the job of teaching in Modern Poetry and Prose, advertised on The News on 20th April 20XX.

My name is Susan Beth and I am from Nogales, Arizona. I did my Masters in English Literature from the University of Yorkshire, England in 2011. Then I started working as a research assistant in Mishit Publishers where I worked for three years. Then I started teaching at Michigan High school in Michigan. I taught English Prose to undergrads of English Literature for five years.

I can manage the students online and engaging them in the course and to the other language learning skills. I can make them learn different genres of poetry and prose through the modern methodology of model development and creative writing. I am a computer learned person and I can engage classes online efficiently.

I think I fit in the eligibility criteria and deserve to get an opportunity to work as a teacher of English Poetry and Prose from home.

Thank you

Sincerely

(Signature)