To

[Recipient Name]  
[Company Name]

Re. Application for the job of English as a Second Language Teacher

Dear Stephan,

I am writing this application to you apropos to the declaration of a few vacancies in The News on 20th April 20XX. I am lucky enough to reach to you writing this application. I intend to convey my data considering this worthy job opportunity. I am Nathan Astley from [X] Smoke Town Residency. I did my graduation in the English Language from Government Sacred University, [X], [X]. After pursuing my degree, I did my three months’ diploma in Communication and Interacting Foreign Students through English Program from the same university. After that I did a one-year diploma is TEFL (Teaching English as a Foreign Language) also known as TESL (Teaching English as a Second Language) from International College of Modern Languages (ICML).

After my studies, I started working online through Fiverr as a translator. Being bilingual, I was capable of translating scripts and audios from [X-language] to English and vice versa. I worked through Fiverr for three years and enjoyed it a lot. Afterward, I realized the compulsion of having a permanent job and started my work as an ESL instructor in Government Sacred University (GSU) Nile Campus. I worked there for two years and learned a lot. My job nature was contractual which ended in March 20XX.

I present myself as an eligible candidate and full match to the eligibility criteria. I am also a computer literate which is a plus for conducting online classes from home. I am a dedicated and sincere worker which is clearly mentioned in my experience certificates. I can prove my capabilities and intellect on having an opportunity.

I have enclosed my educational certificates, experience letters, and other important documents to the application. I will be glad on having a kind response from you. Thank you.

Sincerely

Nathan Astley  
372-CN Smoke Town Residency  
[Address], [Place]