**To**

**[The Recipient Name]  
[Designation]  
[Company Name]**

**Subject: Employment letter of interest**

It has been brought to my notice recently that Miss. Jane, working as a secondary school science teacher, is vacating her position next month. Considering this, I have decided to apply for the same position Miss Jane is vacating.

I am Miss Laura and have been working as a professional teacher of the subject of science for 10 years. I am an active and result-oriented teacher who has always been so keen to help my students in excelling and progress in their life. In addition, I am adept at designing curricula and planning lessons daily.

In my 10 years of extensive experience, I have earned many certificates and awards based on my performance in the classroom. I always try to add value to the institute I work for, and this is the reason my previous employees acknowledge me based on the quality of work I deliver.

I truly believe that you will consider my letter of interest. I am attaching a copy of my resume with this letter so that you can know about my qualification and other details.

If you want to know more about it, feel free to contact me. I am looking forward to hearing from

Yours sincerely,

[Your Name]  
[Designation]  
[Company Name]

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_