**Sara West**

[Street Address]  New York, NY 55900

Phone: (333) 333-3333  Email: [Email Address]

**Today’s date**

Ms. Anne Wells

ABD School

Address, City, State, zip

Re: English Language Teacher, Job Advertisement in Teachers’ Times News Magazine

Dear Anne Wells,

In response to your job advertisement for a teacher of English as a second language in this week’s Teachers’ Times, I am enclosing my resume for your perusal.

Having taught English as a second language in schools and in evening classes for adults, I’m excited at the opportunity to use my ten years of experience and excellent communication skills to introduce students to the English language and to a broad variety of opportunities open to people who are able to converse in the language of the country in which they now live.

I start by finding out from my students what level of written and spoken English they currently possess, then I design a curriculum with the goal of increasing their English skills according to their future needs. I give students a firm foundation of proper grammar, vocabulary, and the ability to converse and write in English intelligibly.

My creativity and computer skills enable me to present interesting and enjoyable classes, and I include role playing, songwriting, and student presentations to engage students in the learning process and ensure that the material that they learn is remembered for life.

I currently teach Russian immigrants at the Community Center on Avenue Z at 7:30 pm, and invite you to drop in for a demonstration of my teaching.

If that doesn’t work with your schedule, please contact me and we’ll arrange a mutually convenient time.

Sincerely,

Sara West