

John Brown
222 Every Road, Any Town, AA1 1BB

Mrs Jane Smith
ABC Company
All Streets
Any Town
YY1 1ZZ

(Date)

Dear Mrs Smith

Vacancy for Teacher

Please accept this letter and my enclosed CV in application for the advertised vacancy of Teacher.

Having read through the job description I am confident that I have all the required skills and experience to successfully fill the role. Furthermore I am very familiar to the local area and have spent some time living within the community.

I believe that my greatest teaching strength is my ability to understand each students unique requirements and assisting them to achieve as much as they can. I also have experience in tutoring, arranging daily activities, keeping students organised and controlled and your school can benefit considerably from my knowledge.

I trust that you will positively consider my application and am available on the above number if you require any further information or to arrange an interview. Thank you for your time and consideration and I look forward to hearing from you.

Yours sincerely,

Your Name