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To Whom It May Concern:

I am writing to enquire if there are any English Language teaching vacancies in your school.

I am about to complete an online TEFL/TESOL training course and am keen to put into practice all the skills I have acquired during this course. The course covered a range of teaching areas including:

- Grammar awareness and teaching
- Classroom management
- How to teach vocabulary
- Teaching speaking skills
- Teaching listening skills
- Learner language levels

I have been researching schools in Santiago, Chile and am very keen to develop my ELT career with you.

I will be living in Santiago, Chile by September 7, 2011. As you will see from my résumé I have prior experience teaching English in Uruguay. I have also taught ESL in the United States.

I have enclosed a copy of my résumé with reference contacts.

I would welcome the chance to meet you and discuss any employment possibilities in more detail.

Yours sincerely,  
Elena Green