Dear Mr Mauger,

My name is Paul Schmidt. I am an English teacher based in the Cologne region

with five years’ experience and a teaching certificate from Trinity College

London. I am half English, half German.

I have a bachelor of Arts in English Literature from the University of the West of

England, Bristol. I am currently doing a Master’s degree in Teaching English to

Speakers of Other Languages. I would like to gain university teaching experience

and I am therefore writing to enquire about the possibility of a freelance

lecturing position in Trier University of Applied Sciences’ Business School in the

coming winter semester.

As you will see from my attached CV, I already have considerable experience in

teaching and examining Business English. I have taught a number of training

programmes at major German companies including Robert Bosch GmbH and

Siemens. I also have practical knowledge of working in an English-speaking

environment in Germany from the time I spent in the international sales

department of a local furniture manufacturer.

Thank you very much for your consideration. I am looking forward to hearing

from you.

Yours faithfully

Paul Schmidt