Dear Sirs,

I am writing to express my interest in applying for the position of Trainer at your Mangalore branch that you have advertised on your website.

Please see my CV in support of my application.

I have lived in the UK for the past 14 years and can bring my life experience of living there to here. I have now relocated to Mangalore past July due to family circumstances and now looking for work. I have always been passionate about teaching and hence I was searching for something similar to one you have advertised. I would like to apply to handle only the English language tests. I have a lot of administrative/Payroll/Bookkeeping/Petty cash handling experience which I can offer and also bring my experience to counsel students for their next step; provide guidance for applying to Universities abroad.

I would be grateful if would give me a chance to work at your organisation and allow me to be a part of your team in helping students achieve their dream.

Many thanks for your time and consideration.

Kind regards,

Divya Nayak