

Sample Application Letter

540 Saint Paul
Seattle WA

November 18, 2019

Beryl Henry
Principal
Saint Francis Academy
Tacoma

Dear Sir,

This is an application for a teaching position in your school. I am happy and interested to impart and spread my knowledge that I have gained to enhance students' capability and understanding.

I am a graduate of Bachelor in Secondary Education - Major in History at Louise College. I am a let passer in a recently concluded examination. I have completed Campus Training and various tutorial programs. I attended home ability in organising students and at handling classroom management.

I am confident enough to contribute to my best ability to the school's vision of producing excellent quality students and graduates.

I have attached a resume for reference, which has my application letter. I hope you find my qualifications adequate; I am willing to call for an interview at your most convenient time.

Thank you.

Sincerely yours,
(Your name)