



Ms. Huan Li, Teacher Recruiter
The Shanghai English Learning Institute
Shanghai, China

Dear Ms. Li,

December 14, 2020

I am interested in the English language teaching position, as advertised on the Bridge Job Board.

I have taught English as a second language to teens for the past four years as a volunteer for the Orange County English Language Center, and I would use this experience if hired to teach for the Shanghai English Learning Institute's after-school programs for high school students. As a volunteer English teacher, I ran monthly workshops for 15-20 students that focused on practicing for the IELTS™ and TOEFL® exams. I can use my knowledge of these exams to help prepare your high school students to meet their goals of passing similar exams to apply to foreign universities.

Having previously lived abroad in both Thailand and Spain, I can easily adapt to new environments. I also really enjoy immersing myself in the language, lifestyle, and traditions of other cultures.

Thank you for taking the time to review my application. I would appreciate the chance to schedule an interview with you so that we can further discuss how I can contribute to the success of Shanghai English students.

Sincerely,
Dave Smith



7 Main Street, Denver, Colorado USA 80203
Phone: (732) 555-4921
Skype: David_Smith
Email: david_smith@email.com