

English Teacher Job Application

Date:-

To

Principal / registrar,

Name of school / college... ..

Address... ..

Subject: Application for English Study Work

Sir / Madam,

We respectfully state that there is a gap in your English School / College for English teacher. Career requirements require a teacher with at least five years of experience at a prestigious school / college and to practice English for M.A. (graduate name) with result (percentage of... marks). I am eligible for the job requirements as published in the ad we have given you in the newspaper. On that basis I want to apply to your institution as a teacher. I fully appreciate the nature of the work and am able to handle all educational matters easily and literally.

By appointing me, I guarantee you will find a teacher who is punctual and hard-working as is evident in my copy of the Knowledge book. All mandatory documents are attached to my request for your best view.

Sincerely,

Name

Address

Marked date