RE: ESL Teacher, August 17, 2014

Dear Ms. Barnes,

As a highly skilled ESL Teacher, I read your posting for a new ESL Teacher with interest. My experience aligns well with the qualifications you are seeking at Fairfield Academy, in particular my role as an ESL Teacher at Spring Hill High School, and I am certain I would make a valuable addition to your organization.

With more than 11 years’ experience as an ESL Teacher, I am adept in learning style assessments and Individualized Lesson Plans (IEP’s). Moreover, while my on-the-job experience has afforded me a well-rounded skill set, including first-rate communication and analytical skills, I am:

* Fluent in Spanish
* Goal-oriented
* Focused
* Committed

In addition to my experience and personal qualities, I have a solid educational foundation and a passion for education.

Please review my attached resume for additional details regarding my expertise and career achievements. I will follow up to request an appointment to discuss how my experience and background meets your needs.

Thank you for your time and consideration.

Sincerely,

Clifford Green