From,

Harry Louis.

To,

Head of department,

Mechanical engineering department,

Oregon University.

Dear Sir/Madam,

This is a letter for applying for the post of lecturer in the Mechanical engineering wing of your esteemed institution. I am a degree holder in Mechanical Engineering from the University of Teltus. I have an experience of teaching in the same institution where I received my engineering degree. While in the process of being the lecturer in the mentioned university for 6 years, I have been awarded 4 times for my services. The first 2 acknowledgements were for the promising face in the teaching department while the next 2 being the acknowledgements for best annual lecturer.

The main reason for applying here is that I wanted to enrich my teaching career by being attached to your esteemed institution and have also changed my base to this city. I have the ability to establish good relations with my students in no time. Hoping for a favourable response from your side,

Yours sincerely,

Harry Louis