From,

Paul Holmer.

To,

Mr. Orion Smith,

Human resources,

Victoria school,

San Diego.

Dear Mr. Orion,

This letter is in response to the advertisement posted in ‘Daily Newspaper’. As per the advertisement, the school is in need for full time teacher for the current academic year. This letter of mine marks the application for this very post. I am looking forward to start my teaching career with a reputed schooling institute and no other school can be better than yours.

As far as the qualification requirement goes, I am eligible to fulfil all those mentioned in the advertisement. I have acquired graduate status of the Bachelor’s degree in Education. Besides the mentioned degree, I have also acquired further specialisation in this field from the Oregon University. I will be able to impart all my professional skills. I am able to strike a good rapport with children as soon as I get acquainted with them.

I am enclosing the required attachments with the letter. Hoping for a favourable response,

Yours faithfully,

Paul Holmer.