From,

Ms. Lewinsky,

Block no 8,

Trincket apartment,

Glasgow

To,

The principal,

Ardent High School,

Glasgow

Dear sir/ madam,

I, Ms. Lewinsky, am forwarding this letter in reference to the job advertisement given by your school. I am willing to be part of your school as a teacher. My resume and copy of my educational achievement certificates are enclosed along with the letter. I have a Bachelors degree in Arts as well as in Education. I have a considerable experience of 2 years in the local New Model School.

Besides the qualifications which the resume and the certificates elucidate, there are some other desirable qualities which I carry for this job. I enjoy pink of health and there is no scope of any health related problems with my work. Moreover, I can strike a rapport with the students the moment I approach them and hence I feel that I will suit in the best way for this job. I am hoping for a quick and favourable response from your side.

Yours faith fully,

Ms. Lewinsky.