

Name
Address
Phone Number
Email Address

School Name

Telephone:

Fax:

Email:

Dear Name/Principal:

I am writing to apply for a teaching position at the _____ School as suggested to us by our close friends, [name]. I have heard many great things about the school and life in Kuwait and as such am quite excited about the opportunity of teaching this coming autumn.

I have been working diligently in recent years to gain the appropriate skills and experience necessary to teach well. Over the past 5 years, I have been employed as a childcare worker and educator where I have honed the skills to work well with children and create educational programming. I have a Bachelors of Arts degree from Booth University College, meeting the requirements of your institute and assisting me in my ability to perform confidently as a teacher.

As coordinator of the music program for school age children at my current place of employment, I feel that I would be a great asset to the teaching team at Cambridge English School as a Music Teacher for lower Key Stage One.

My hope in attaching my CV and writing to you at this time is that I might be considered for employment at your school.

Thank you for taking time to consider my skills and qualifications. I look forward to hearing from you about this exciting opportunity.

Sincerely,

Name

REFERENCES:

Name	Position	<i>Phone Number</i>
Name	Position	<i>Phone Number</i>
Name	Position	<i>Phone Number</i>