

Cover letter for English teaching position

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Dear Sir/Ms.,

I was very interested when I read about the position you have available for a business English trainer. I have been teaching English in Beijing since 1997 and I feel that I'm **the** perfect person for the position. I have taught business English at several schools in Beijing and am intimately familiar with the demands of the job, the students and the school.

I'm a native American English-speaking teacher from St. Louis, Missouri (standard American English). In addition to the nine years experience that I have accumulated teaching English here in Beijing, I have a degree in Business Administration and a [CELTA](#) English teaching certificate. I have experience in teaching *English for Business Studies*, *Business Explorer* and *Working in English* from Cambridge, *Business Options* from Oxford and *Market Leader* from Longman (and a lot of other supplementary material from *Reward*, *Business Roles*, etc.) to corporate executives.

My library of materials is HUGE, if you'd like to view the list, this is the URL;
<http://www.bcco.biz/XtraSchtuff/English/Assets/Joe.B-My.English.Teaching.Book.List.htm>

I spend a lot of time preparing interesting and motivating materials for the class as well. My rapport with my students is excellent and I always make myself available to them.

Many of my students have told me that I'm the best English teacher that they have ever had. I truly love the work and feel 100% at home and confident in teaching business English and have absolutely no doubt that I would be a valuable asset to your company. Several of my present and past students would be happy to give me a reference.

I'm hoping that we can meet soon for an interview as, like I said, I am very interested in this position. It's best to send me an e-mail as I am teaching now and cannot answer the phone in class. My e-mail address is above. You can download/view my resume from this link;
<http://www.bcco.biz/XtraSchtuff/English/Assets/Joe.B-English.Instructor-Resume.pdf>

Thanks for your time and once again, I hope that we can discuss my future with your company in the near future.

Sincerely, Joe B., BBA, CELTA

