

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Employer's Name]
[School/Organization Name]
[School/Organization Address]
[City, State, Zip Code]

Dear [Employer's Name],
I am writing to express my interest in the ESL teaching position at [School/Organization Name] as advertised [where you found the job listing]. With a [degree/qualification] in [your field] and [number] years of experience in teaching English as a Second Language, I am eager to contribute to your team.

In my previous role at [Previous School/Organization], I successfully [briefly describe an achievement or responsibility relevant to the position]. I am particularly drawn to [School/Organization Name]'s commitment to [mention something specific about the school/organization], and I believe my experience with [specific teaching method or curriculum] will be an asset to your students.

I am passionate about [mention your passion related to teaching ESL], and I aim to create a welcoming and engaging learning environment for all students. I would be honored to bring my skills in [list relevant skills or methodologies] to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [School/Organization Name] and support your students' language learning journey.

Sincerely,
[Your Name]
[Enclosure: Resume]