Laura Davies, English Teacher

1234 Smith Road

Arizona, MN 55415

10/2/22, Scottsdale

Mr. Robinson

Teacher Abroad Inc

123 Millville Road

Seattle, AB 13415

Dear Mr. Robinson,

Having taught EFL classes from ages 10-16 in international schools across the world for the past 25 years, on my return to the U.S. I am looking for a teaching position in a language school that will allow me to continue my passion. Whatever the student is studying for IELTS or whether they are simply there for a cultural exchange, I have developed a range of teaching methodologies to suit the needs of every class.

More than half of my career was spent teaching English to local students in international schools, so I understand the dynamics of a learning environment with a global flavor. The motivations of your students are incredibly high, so that has to be matched by the quality of the teaching. My self-created online reading comprehension course for intermediate and upper-intermediate students was adopted by over 100 schools worldwide and I hope to bring my creative talents to your school as I understand that this is encouraged.

I have taught varying class sizes from 10-35, but I much prefer the smaller classes of 8-12 that seem to be your standard. I always try to offer every student as much individual attention as possible within the scope of the lesson plan and am a big believer of setting homework according to a student’s development needs rather than the dictates of an exercise book. A 97% pass rate for formal qualifications over the past two decades is a testament to the quality of my provision.

I would be delighted to share my professional recommendations and come along for a trial lesson to give you an idea of how I manage my classroom.

Sincerely,

Laura Davies