

Cover Letter

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Ms Shona McIntyre
Human Resources Manager
120 Spencer Street
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Dear Ms McIntyre

Application for an ESL Teacher position in ILSC Melbourne

I am currently enrolled in a Masters of Applied Linguistics at The University of Melbourne. I would like to apply for the position of ESL teacher in your institution. I was excited to see this position advertised as I have been aware of your company and its professionalism for some time.

I have experience in English education. I am interested in this position for the following reasons: first, I have gained professional knowledge about English education over both my Bachelor and Masters studies. Either practical or theoretical works have been done related to ESL and EFL learning and teaching. Second, I have acquired much experience from the previous internship, part-time job and relevant practice.

I am studying at University of Melbourne for master's degree, and I will graduate at the end of 2019. In addition, I have obtained Senior English School Teacher Qualification in China and TESOL certification, which can be equivalent with CELTA qualification.

With the assistance of previous learning and working experience in China and Australia, I combine Chinese and western teaching modes into one teaching pattern. I think it is more suitable for international students with different educational background. The integration of teaching mode can help me to make contributions for work quickly and efficiently.

I would be happy to provide more information about my academic performance and my work placement. Thanks for your consideration.

Your sincerely
Wen Cheng

