

[Your Full Name]

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager Name]

[Program Director/Title]

[Organization/College Name]

[Department of Continuing Education]

[Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the **[Job Title, e.g., Adult Literacy Instructor]** position at **[Organization Name]** as advertised in **[Source of Advertisement]**. With a background in **[Your Field of Study/Degree]** and a dedication to lifelong learning, I am eager to contribute to your mission of empowering adult learners through literacy and essential skills development.

Throughout my professional experience, I have developed a deep understanding of the unique challenges faced by non-traditional students. I am skilled in **[Key Skill 1, e.g., Differentiated Instruction]**, **[Key Skill 2, e.g., Curriculum Adaptation]**, and **[Key Skill 3, e.g., ESL/HSE Preparation]**. In my previous role at **[Previous Workplace]**, I successfully helped students improve their reading and writing levels by **[Achievement/Metric]**.

I am particularly drawn to **[Organization Name]** because of your commitment to **[Specific Program or Value of the Organization]**. My approach to adult education focuses on creating a supportive, high-expectations environment that respects the diverse life experiences of every learner. I am confident that my ability to facilitate engaging, student-centered lessons will be an asset to your continuing education department.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my skills and experience can benefit your adult literacy programs.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]