

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile/Portfolio URL]

[Date]

[Hiring Manager Name]
[Department Head/Title]
[Institution/College Name]
[Street Address]
[City, State, Zip Code]

Dear [Hiring Manager Name/Search Committee],

I am writing to express my enthusiastic interest in the **ESL Continuing Education Instructor** position at [Institution Name], as advertised on [Platform/Website]. With a [Degree Name] in [TESOL/Linguistics/Education] and [Number] years of experience teaching diverse adult learner populations, I am confident in my ability to contribute to the success of your language programs.

Throughout my career, I have specialized in creating communicative, student-centered lesson plans that address the unique needs of adult learners in continuing education settings. My experience includes [Specific Skill: e.g., curriculum development for VESL, TOEFL preparation, or Workplace English]. At [Previous Employer], I successfully [mention a specific achievement, such as increasing student retention rates or implementing new digital learning tools], which resulted in [mention result/improvement].

I am particularly drawn to [Institution Name] because of your commitment to [mention a specific program or value of the school]. I am adept at facilitating multicultural classrooms and am committed to fostering an inclusive environment that builds student confidence and practical proficiency. My teaching philosophy centers on providing immediate, actionable language skills that help students achieve their professional and personal goals.

Thank you for your time and consideration of my application. I look forward to the possibility of discussing how my background in adult education can support the [Department Name] at [Institution Name].

Sincerely,

[Your Signature - if sending by mail]

[Your Printed Name]