

Jordan Lee

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Esl Teacher

Dear Hiring Manager,

I am excited to apply for the Freelance to Full Time ESL Teacher position at Acme Corporation, which I discovered on your careers page. With a strong background in teaching English as a second language and a passion for fostering language acquisition, I believe I would be a valuable asset to your team. My experience in both freelance and structured classroom environments has equipped me with the skills necessary to effectively engage students in their language learning journey.

During my freelance teaching career, I successfully developed tailored lesson plans for diverse groups of students, ranging from young learners to business professionals. One of my significant achievements was creating an interactive online curriculum that improved my students' English proficiency scores by an average of 30% within three months. Additionally, I facilitated conversation clubs to enhance speaking skills, which not only encouraged student participation but also built a strong community of learners who supported each other in achieving their language goals.

I am particularly drawn to the opportunity at Acme Corporation due to your commitment to innovative teaching methods and student-centered learning. I am eager to bring my unique teaching style and a wealth of experience to your team, where I can contribute to the development of engaging ESL programs. I would love the chance to discuss how my background, skills, and enthusiasm align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed institution.

Sincerely,

Jordan Lee