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April 27, 2005

José Luis Quintana Ríos  
Director of International Recruiting  
Idiomas Internacional  
Calle 48 Esq. 14-21  
San José, Costa Rica

Dear Señor Ríos:

I write to apply for the ESL instructor position at Idiomas Internacional published in The New York Times. I also recently spoke with Jane Callahan, and she explained your need for an ESL instructor. While I am a recent university graduate, my experience within the field is already noteworthy as I have

- been employed as an ESL instructor at a private secondary school in Guatemala;
- worked regularly one-on-one with foreign students as a tutor at the Western Carolina University Writing Center;
- gained a solid knowledge of grammar and the experience of learning a second language via my study of Spanish; and
- shown a comfort level in living outside of the United States during my previous travels.

I have experience in both classroom and individual situations, and with all age groups. I will face minimal challenges in relocation as I have gone through the process previously and have a working knowledge of your nation's language. Above all, a position with your institution will benefit both you and me because of my commitment to student learning and satisfaction with the teaching experience.

My résumé is enclosed, as well as my references and their contact information. If you wish to see my transcript, please e-mail me at the above address, and I will expedite delivery.

Thank you for considering my deep interest in the position. I look forward to hearing from you as soon as possible.

Sincerely,

Matthew T. Bradley