

My Name

3200 N University #117, Provo UT 84604
801-777-2222
myname@hotmail.com

November 3, 2005

Dear Director,

My name is XXXXXXXXXX and am a citizen of the United States. I recently received my TESOL certification from Global TESOL College and am on target to complete specializations in Teaching ESL Locally and Tutoring English before coming to Vancouver in mid December. I will also have the opportunity to participate in a two week teaching practicum in Provo.

I am actively looking to obtain an ESL teaching position in Vancouver, B.C. I have family in Vancouver and for this purpose am strongly interested in teaching there. The past 16 years I have had extensive interaction with international students in Provo, Utah who have been here learning ESL. In the tanning salon I managed I was able to take time to listen to them and had the opportunity to encourage them to be consistent in their English speaking while in the U.S. This business gave me the opportunity to learn how to interact with young adults and I was able to create programs with my employees that gave them incentives to improve in their work performance. I consider this precisely the opportunity that will allow me to continue to interact with young adults and adults who desire to learn English, while I use my motivational teaching talents. Additionally, my daughter-in-law came to Vancouver from Tokyo to learn ESL and she had a wonderful experience.

I love the great feeling of accomplishment these students have when they are able to communicate in English outside the classroom and naturally communicate without translating. Creating an exciting and supportive environment to learn is my favorite way of teaching and I feel enthusiastic when the students are able to apply what they have learned. There are so many different styles of teaching; I enjoy learning new concepts and adapt them to create this type of learning environment.

My leadership and presentation skills have been fine-tuned over the past 16 years as I built my own business and trained over 65 employees, teaching them communication, customer service, and team player skills. I have learned that when you set forth expectations with the students, they will do all they can to reach them.

I am interested in pursuing a teaching contract with your school. I will be available the first of January, 2006. I am open to teaching adults, adolescents or children at any level of English. However, my preference is young adults or business-oriented people of any age.

Please contact me at (801)777-2222 before 11:00 a.m. your time to further discuss my qualifications. You may also contact me at myname@hotmail.com

Sincerely,

XXXXXXXXXXXX