

SAM [REDACTED]

[REDACTED], WI [REDACTED] • (82 [REDACTED])
[REDACTED]@yahoo.com • Skype ID S [REDACTED]

January 21, 2013

Dear Hiring Manager,

I am writing in regards to your recently advertised position. I am seeking to take on a new challenge in a communications or teaching environment. I currently hold a BA in History with an emphasis on writing and editing along with research and analysis from Indiana University and coupled with my experience, believe I would be an excellent fit for this position.

During my tenure in South Korea, I have developed and created tailored classroom environments that emphasized enjoyable and interactive classroom experiences for my students. Through these experiences I have discovered a love of teaching and course preparation and been able to hone skills which have enabled me to engage students with my unique and creative classes. I have been able to successfully create environments where students are eager to learn and excited to participate by balancing and integrating personal ideas within cultural standards and local business practices.

I have spent my off time traveling throughout Southeast Asia and have gained an understanding of various cultures and lifestyles from the very affluent to the less fortunate. From these experiences, I have gained global perspective and a drive to improve the educational wellbeing of individuals in and out of a traditional classroom environment and expose students to ideas and possibilities that they previously had no exposure to.

Presently, my fiancé is attending the University of Bristol pursuing a Master's Degree in Public Policy. Her studies will conclude in June of 2013 and will provide an ideal opportunity to start a new chapter in our lives together in a place where we will both have opportunities for professional and personal growth. I am confident that my experience and perspectives will be a valuable asset to your organization. I appreciate your time and consideration and am eager to meet with you to discuss this position in person and look forward to hearing from you.

Sincerely,

Sam [REDACTED]

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PROFESSIONAL SUMMARY

I have over 8 years of experience in dynamic fast-paced environments. I thrive in challenging leadership roles demanding innovative and creative perspectives to reach creative solutions. My history demonstrates a commitment to building and maintaining strong team environments, and I have the ability to mentor, motivate, and guide diverse groups to attain goals. My experience teaching overseas has given me a unique cross-cultural perspective and a global mindset along with strong self-discipline and time management skills and a unique ability to understand and thrive in foreign work environments. I am known as personable and creative with a good sense of humor and a healthy appetite for continuous improvement and growth for both myself and my peers. I am self-motivated and goal oriented with a strong proficiency in Windows 7 and MS Office 2010. I am well-versed in academic research, citing, and proofreading. I am fluent in Spanish and proficient in Korean, with present studies placing fluency within two years.

EDUCATION

INDIANA UNIVERSITY, Bloomington, Indiana

Bachelor of Arts in History, December 2008

Concentrations in European History, Intensive writing/editing

Music Studies Minor, Jacobs School of Music

PROFESSIONAL EXPERIENCE

PRIVATE ELEMENTARY/MIDDLE SCHOOL ESL TEACHER

YBM-ECC, Jinjeop, South Korea

May 2012-Present

- Work in group and individual settings with teenage students on advanced comprehension, speaking, and debating abilities.
- Develop creative teaching and instructional materials and lesson plans for approximately 75 beginning through advanced students in 14 classes.
- Coach students intensively one-on-one to improve public speaking abilities.
- Mentor students in preparation for high school placement exams.
- Collaborate within the Foreign Teacher department on general class structure and improvements.

PRIVATE MIDDLE SCHOOL ESL TEACHER

Avalon English Academy, Seoul, South Korea

February 2010-2012

- Was awarded the Excellence in Foreign Teaching Award 6 out of 9 teaching semesters.
- Developed course books and curricula for Creative Writing program used throughout the school system.
- Created new elective classes for students with basic fluency. Classes provided a higher level of comprehension for students in a challenging, high-pressure environment.
- Informal Head Foreign Teacher and Peer Advisor for incoming and current teachers. Fielded questions relating to class structure, cultural adaptation, housing and general living.