

GARRETT RANOUS

3880 E. Leah Ct.
Gilbert, AZ, 85234

480-751-0399
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Dear Hiring Manager:

This letter is to serve as my application for a position as a TEFL instructor at your school. After researching your organization, I believe that I would be a valuable asset to your school. I have excellent people skills, work ethics, patience and team work skills. In addition to my these skills, I have also completed a 120 hour TEFL certification through the TEFL Institute in July of 2011 and completed a 20 hour practicum for my certification through the C.A.R.E. partnership and Rio Salado College in Mesa Arizona. Please note some highlights of what I can bring to your organization:

- Passion for teaching and learning
- Exceptional verbal, written and communication skills
- Knowledge and experience of public speaking through teaching up to 20 ESL students of all ages
- Outgoing personality and excellent people skills
- Appreciation for traveling and experiencing new cultures

Enclosed, please find my resume for your review. Based upon my combination of hands-on work, education, and transferable knowledge gained throughout my TEFL certification, as well as my education and work experience, I would appreciate your consideration. I look forward to interviewing with your department soon to discuss how I can meet your needs.

Sincerely,

Garrett Ranous

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NATIVE ENGLISH SPEAKER

CITIZENSHIP: USA

D.O.B. Dec. 29 1987

GENDER: Male

MARITAL STATUS: Single

OBJECTIVE: I seek to obtain a position as a TEFL Instructor.

SUMMARY OF QUALIFICATIONS

- 120 hour TEFL certified through the TEFL Institute in July 2011
- 20-hour practicum through the C.A.R.E. Partnership and Rio Salado College in Mesa Arizona
- Engaged ESL students by using the blackboard, handouts, books, personal interaction and lesson plans
- Professional skills and experience in customer service, communication, planning and organization

EDUCATION

- Associates of Arts Degree, Mesa Community College May 2012
(Multiculturalism, Public Speaking and English), GPA 3.4
- Future plans in pursuing a Bachelor's Degree in Psychology through Arizona State University

PROFESSIONAL EXPERIENCE

- **Waiter, Joe's Crab Shack,** Feb. 2011 to Present
 - Gained experience in customer service and food preparation
 - Basic business skills related to restaurant management
 - Provided an entertaining atmosphere for the client
- **Barista and Shift Supervisor, Coffee Bean and Tea Leaf,** Sep. 2005 to Sep. 2011

- Shift supervisor with numerous responsibilities in customer service, cash management, food and beverage preparation, retail, and money orders
- **Qualifying Specialist, University of Phoenix,** Dec. 2008 to Jul. 2009
 - Called potential students across the country who expressed interest in pursuing degree programs and coordinated enrollment with counselors based upon specific needs
 - Delivered excellent customer and maintained the highest form of professionalism possible
- **Shift Manager, Martinizing Dry Cleaners,** Nov. 2006 to Mar. 2007
 - Trained in all aspects of customer service, cash handling, and store management
 - Responsible for all duties involved in the dry cleaning business, often left with the responsibility for running the store individually on any given day
- **Team Member, Harkins Movie Theatres,** Feb. 2005 to Sep. 2005
 - Trained and responsible for performing a wide range of duties including customer service, ticket sales, maintenance of the theatres, food handling, cashier services at the concession stand and usher duties

Community Service

- Volunteer, YMCA, May through August 2009
- Volunteer through "Friends for Life" animal shelter, May through August 2004