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To: Academic Director

I am writing to introduce myself and to express my interest in employment with your institution in this academic session. My credentials, motivation and work ethic would be of benefit to your organization. I am committed to living and working in Chile and would welcome a teaching position with your company.

My qualifications are such that allow me to be a competent and committed teacher of English as a Second Language. I have completed a CELTA course for which I have been successful. I also hold a certificate in methodology in English as a Second Language instruction from a private language school. I possess these credentials in addition to my Bachelor of Arts with a major in English Literature from a reputable Canadian university.

I also have experience traveling outside of Canada and have a basic to intermediate knowledge of Spanish. I have informal experience helping Mexican students of ESL with their language comprehension while traveling. I have also spent time helping Mexican workers acquire a greater understanding of English while they were employed in my community in Canada. I have always found the notion of having the ability to comprehend a second language to be both fascinating and rewarding and it is this premise which is the foundation of my career as an English as a Second Language instructor. I have had an outstanding attendance record throughout my employment history, and my varied work experience highlights my ability to work effectively and conscientiously. Key strengths I offer include:

- ✓ Teamwork and Cooperation
- ✓ Dependability
- ✓ Flexibility
- ✓ Maturity
- ✓ Professionalism

I am thirty seven years old and am committed to my goals. I am currently living in Santiago and plan on staying for the full academic year. I am willing to work any shift that would be available to me provided that it does not conflict with my current class schedule. Lastly, I would like to say that teaching ESL is a long term commitment for me and therefore I approach it with a great degree of seriousness and professionalism. In the meantime, you may reach me by email at [patryfen@hotmail.com](mailto:patryfen@hotmail.com).

Thank you for your time and consideration,

Sincerely,

P. Ryan Fenwick