5 Blackbutt Street  
Parklea NSW 2768, Australia  
[maureenfharris@gmail.com](mailto:maureenfharris@gmail.com)

Dear Sir or Madam,  
  
**Re: Letter of interest in employment as an English Instructor with Chilenglish**

I am a dual Australian and British citizen and a native speaker of English. I am a law professional with expertise and experience in education and capacity building in English language skills, legal development and human rights. I am currently seeking work teaching English with the objective of living and working in Chile for a period of twelve months while improving my Spanish skills, as well as learning about and experiencing life in Chile. I am currently undertaking a TESOL qualification which I will hold upon commencing work in Chile.

I have fourteen months experience working as an English Instructor at Nova and Waku Waku Planet English conversation schools in Kobe, Japan. In these roles I was responsible for developing and delivering English lessons and curricula to classes of varying sizes, ages, backgrounds and abilities. Class sizes ranged from individual to group lessons of ten to twelve students. I taught children from age five, school and university students, adults including business people and professionals of a wide range of abilities from beginners to highly advanced. Teaching involved delivering structured lessons at various levels covering grammar, activities, discussions and dealing with everyday situations. At Waku Waku Planet I designed and delivered a full curriculum for a period of five months to a class of intermediate level students. At Nova, I received two weeks intensive training before commencing my role as well as ongoing teacher development training throughout my time in the position.

I hold Masters and Bachelor degrees in Law and Arts from the University of NSW and the University of Sydney in Australia. My Bachelor of Arts degree included two years study of English language and literature. In addition to English teaching experience in Japan, I have also taught English workshops as a volunteer to members of a local refugee community in Australia. Through my recent role as International Programs Manager at the Australian Human Rights Commission, I have expertise in developing and delivering education and capacity building workshops and seminars in international and cross-cultural contexts. I have developed my skills in oral communication, presentations and public speaking, and have designed and implemented engaging and educational presentations, activities and resources for trainees from a range of backgrounds. I believe that this experience and skill in cross-cultural communication will enhance my abilities as an English teacher.

I enclose a copy of my curriculum vitae and referee details. I believe that my particular skills, experience and passion for teaching would be of benefit to your organization and students.

Thank you for your kind consideration of my expression of interest in employment with your school. I look forward to hearing from you.

Yours sincerely,

**Maureen Harris**