COMM 2312: Technical and Professional Communication, Section 102

Submitted to Dr. Jason Idriss Sparkes

By Abdulaziz Alqahtani (202200576)

Assignment 1: Job Application Letter and Resume

September 7, 2024

633 Aseem Street

Dhahran 445, Saudi Arabia

September 7, 2024

Omar Smith

Academic Coordinator, Student Learning Centre

Excellence International High School

135 Bilal Street

Dammam, Kingdom of Saudi Arabia, 123456

Dear Mr. Smith:

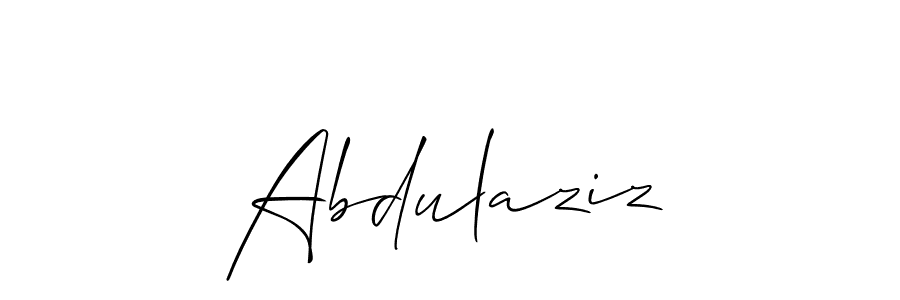
I am writing to apply for the Mathematics Tutor position at the Student Centre of Excellence International High School. After carefully reviewing your job description, I believe my qualifications and experience make me an ideal candidate for this role.

I am currently a junior pursuing a Bachelor's degree in Software Engineering, and I have several years of experience working with mathematics. At my university, I have tutored students in subjects such as calculus and algebra, often in fast-paced environments. I thrive in challenging situations, managing to tutor effectively while balancing a 10-hour weekly workload. Through this experience, I have developed strong analytical skills and a deep understanding of how to support students in mastering complex mathematical concepts.

My adaptability allows me to tailor my teaching style to suit the needs of individual students. I understand the importance of building confidence in learners, and I am committed to fostering a positive learning environment. I am passionate about helping students discover their potential and achieve academic success. If given the opportunity to join your team, I am confident I can help students improve their grades and enhance their readiness to tackle future challenges.

I am excited about the possibility of contributing to the continued success of your school. I look forward to the opportunity to discuss my application in more detail. You can reach me via email at Abdulaziz232@gmail.com or by phone at +966501717495 to schedule an interview.

Sincerely,



Abdulaziz Alqahtani

Encl: Résumé

**Abdulaziz Alqahtani**

Address

633 Aseem Street

Dhahran 445, Saudi Arabia

+966501717495

Abdulaziz232@gmail.com

Objective

* To utilize my teaching skills and assist students in improving their academic performance while contributing to the institution's success.

**Education**

**2022-2026: Prince Mohammed Bin Fahd University Saudi Arabia**

* Bachelor’s Degree in Software Engineering, September 2022- January 2026 GPA: 3.7/4

**Major Related Courses**

|  |  |  |
| --- | --- | --- |
|  | Calculus | Algebra |
|  | Math Reasoning | Linear Algebra |

Personal

***Special Skills***

* Fluency in English and Arabic
* Problem-solving skills

***Activities***

* Volunteer Community Educator

References

* Available upon request.