

April 7, 2013

To Whom It May Concern:

It is with great pleasure that I submit my application for a position at your distinguished school. I believe I am a candidate due to my educational background and my work experience. In 2010, I graduated from Queens College with a Bachelor's Degree in English and Secondary Education. I have recently obtained my Master's Degree in TESOL, K – 12 at Hofstra University and am now certified as both an English and ESL teacher.

I have extensive experience working as an ESL instructor and tutor in diverse environments. I have, for instance, had the opportunity to work as a part-time ESL instructor for Hofstra University's English Language Program and at the SEEK Learning Center at Queens College. I have successfully developed my students' academic writing skills and prepared them for the standardized proficiency test. In my role as an ESL instructor, I worked diligently to develop individualized material for students with diverse needs. I am pleased to report that my students excelled in their academic writing and on the standardized tests. I have also been honored to have students who have recommended to their friends, that they should request my services as a tutor.

I also student taught in numerous schools in Long Island and Queens. As a student teacher, I was particularly successful in meeting the needs of students of various proficiency levels. For instance, I created instructional materials intended for the beginning level ESL students who were enrolled in the mixed-level content-based ESL classroom. I continuously strived for instructional innovation in my classrooms.

Additionally, I have worked as a substitute teacher in several school districts. Due to my teaching skill, my strong work ethic and my proven ability to interact well with students, the principal of one of the schools consistently requested that I be sent to his school to cover multiple classrooms. This opportunity enabled me to cover several English and ESL classes and to be a leave replacement for a special education classroom.

Currently, I am employed as an ESL teacher in Brooklyn with the NYC DOE. I work with a wide variety of students ranging from literate to illiterate ELLs. Many of my students are illiterate due to many different circumstances out of their control. For example, some of them experience violence at home, are involved with gangs, live in homeless shelters or come from poor educational conditions in their native countries. Many of my students are also in Special Ed due to intense behavioural difficulties. This has enabled me to try various techniques in order to reach my students and create high interest low level content for them. It has also seasoned me on diverse environments and on how to handle any circumstances.

Finally, I would love the opportunity to discuss my skills and qualifications with you in further detail. Please find attached my resume for your perusal. I can be reached anytime at [\(347\)-260-7582](tel:(347)260-7582) or at sghevarghese@gmail.com. I look forward to you hearing from you soon. Thank you.

Sincerely,

Sherin S. Ghevarghese

Curriculum Vitae

Sherin Ghevarghese

146 Rockmart Ave • Elmont, N.Y • 11003

CELL: (347) 260-7582 • E-MAIL: sghevarghese@gmail.com

EDUCATION:

- **M.S. TESOL (Teachers of English to Speakers of Other Languages).** Hofstra University. School of Education. Hempstead, NY, 2012. (GPA 3.75)
 - **B.A. English and Secondary Education.** Queens College, Flushing, NY, 2010.
 - **NYS Initial Certification, TESOL K-12,** 2012.
 - **NYS Initial Certification, English, 7-12,** 2010.
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ACADEMIC HONORS AND AWARDS:

- Dean's List, Hofstra University, School of Education, 2010 – 2011.
 - Graduate TESOL Scholarship, Hofstra University, School of Education, 2010-2011.
 - SEEK Leadership Awards, Queens College 2009, 2010.
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TEACHING EXPERIENCE:

- **ESL Teacher.** New York City Department of Education September 2012 – Present.
 - Teach ESL/ELA to 7th and 8th grade B-I-A ELLs.
 - Teach B-I-A ELLs who are in Special Education with cognitive and behavioral problems.
 - Create and implement engaging lesson plans aligned to the common core and ESL standards.
 - Employ a proactive approach to classroom management.
 - Use instructional technology to create lessons.
 - Employ differentiated instructions to meet the needs of diverse students.
- **Substitute Teacher.** New York City Department of Education September 2011 – June 2012.
 - Teach core subjects in mainstream and inclusive classes
 - Create and implement engaging lesson plans aligned to the common core standards.
 - Employ a proactive approach to classroom management.
 - Use instructional technology.
 - Employ differentiated instructions to meet the needs of diverse students.
- **Student Teacher.** North High School. Valley Stream, NY. Oct 2011 - Nov 2011.

- Was responsible for teaching beginners and advanced ELLs.
- Met the needs of students of diverse proficiency levels.
- Enhanced instruction by using educational technology;
- Administered evaluation.
- **Student Teacher.** Howell Road Elementary School. Valley Stream, NY. Sept 2011 – Oct 2011.
 - Was responsible for a total of 4 ESL classes: Beginners/ Intermediates and Advanced K – 3.
 - Developed and implemented ESL lessons.
 - Administered assessment and evaluation.
 - Explored testing, technology integration, parent involvement, and interdisciplinary teaching approaches.
 - Developed technology based instructional material.
- **Student Teacher.** Floral Park Memorial High School. Elmont, NY. January 2010 - May 2010.
 - Was responsible for a total of 5 classes: 7th and 8th grade advanced, 10th grade regular.
 - Developed and implemented English lessons.
 - Enhanced instruction by using educational technology.
 - Administered evaluation.
 - Met the needs of students of diverse proficiency levels.

TUTORING/ ASSISTANT TEACHING EXPERIENCE:

- ***Nationwide Masters.*** Flushing, NY. March 2010 - ongoing.
- ***EmbassyCES:*** Long Island University (C. W. Post), NY. July 2012 – Aug 2012.
- ***Hofstra University.*** Hempstead, NY. September 2011- May 2012.
- ***Sunrise Tutorial and Art Academy.*** Elmhurst, NY. August 2010- May 2011.
- ***Academic Advantage: No Child Left Behind.*** Queens, NY. January 2009- Aug 2011.
- ***Ahcando Academic Learning Center.*** Flushing, NY. October 2008-January 2009.
- ***SCORE! Learning Center.*** Queens, NY. February 2008-September 2008.
- ***Queens College Summer Camp.*** Queens, NY. June 2007-August 2007.
- ***Queens College SEEK Department.*** Queens, NY. June 2005-December 2006.

COMMUNITY SERVICE:

- ***Living Waters Church:*** Apologetics Group, 2011 – ongoing.

- **Salem Assembly of God Church:** Youth group: Community Service, 2008 – ongoing
 - **Don't Walk By Homeless Outreach Program.** Hospitality Volunteer, 2010-2011.
 - **Bellerose Library Summer Reading Program.** Volunteer, 2001-2005.
 - **Bellerose Library Volunteer Program.** Volunteer, 2003 – 2005
 - **India Pentecostal Church:** Youth group: Community Service, 1998 – 2008
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CONFERENCES:

- **NYS TESOL 2011 Conference**
"Enhancing English Learning: Connecting Communities Through Collaboration"
Dates: November 5-6, 2011
Location: Melville, New York
Venue: Marriott Hotel
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COMPUTER SKILLS:

- Proficient in Microsoft Word, Excel and PowerPoint.
 - Use of Internet and Databases to complement lessons.
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PROFESSIONAL REFERENCES:

1. Joanne Medina Ph.D.
 Adjunct Professor at Touro College/ Teacher at I.S.162: NYC Department of Education
 7505 Palisade Ave.
 A – 4 North Bergen.
 New Jersey, 07047
 Cell: (917) 945-1685
 Email: Jmedina162@aol.com

2. Nancy Silva
 Teacher at I.S.162: NYC Department of Education
 149 – 16 149th Ave.
 South Ozone Park.
 New York, 11436
 Cell: (347) 965-0584

3. Tatiana Gordon
 MS TESOL Program Director at Hofstra University
 201 Hagedorn hall
 Work: [516 463 5170](tel:5164635170)
 Cell: 212-799-7551
 Email: Tatiana.Gordon@hofstra.edu

4. Hedy Wohl
Adjunct Instructor at Hofstra University
Hofstra University
[\(516\) 887-1742](tel:(516)887-1742) (H)
[\(917\) 328-4316](tel:(917)328-4316) (C)
Email: hedywohl@yahoo.com
5. Shamena Alli
Teacher at J.H.S 217: NYC Department of Education
Cell: 917-821-6501
Email: shamena.alli@gmail.com
6. Mathew Thomas
Sunday School Teacher
Cell: 917-753-8867
Email: mathoma564@gmail.com
7. Joey: Supervisor
Nationwide Masters: 37-19 Main St., Flushing, NY 11355
phone: 718-961-1816