COVER LETTER

Dear Sir/Madam,

If you are seeking a young and vibrant individual who can deliver bottom-line results, I would like to make a strong case for myself.

I want to serve a prestigious organization which can not only enable me to produce best results but also provide me opportunities to polish my capabilities.

I have done my M-PHIL in English Linguistics from Riphah International University Lahore with 4.0 GPA and MA English Literature & Language from F.C.C (Forman Christian College Lahore) with GPA 3.01. Further, I have finished my professional training in administration as a Coordinator along with professional teacher training organized by US Embassy Islamabad.

I have acquainted myself with a range of skills that would allow me to blend with the organizational culture, and propel the team to new height of success.

I have worked two years as an Academic Coordinator at ACCESS-Life US funded Micro Scholarship program in Lahore and also have teaching experience of 06 years at Lahore Garrison University as a lecturer.

Together with the cover letter, I attach herewith my resume for your full consideration. I appreciate your time reviewing my application, and it will be a pleasure for me to attend an interview with you at your convenient time.

Yours Sincerely,

Rabia Nawaz Awan

Resident of Lahore

Cell Phone # 92-0333-4665185

Email: rabimalik1984@gmail.com

Rabia Nawaz

Lahore: 092-0333-4665185

[rabimalik1984@gmail.com](mailto:rabimalik1984@gmail.com)

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| Summary | Attentive and creative English Language Teacher with excellent communication skills. I am organized and driven with the innate ability to stay on task and use effective methods of teaching while focusing on the individual needs of each student. | | |
| Education | * **M.PHIL Linguistics** (Riphah International University, Lahore   **(**2017-2019)   * **Master in English Language & Literature** (Forman Christian CollegeLAHORE, 2005-2007) | | |
| Experience | 2017 to 2019  **ACCESS US funded Micro Scholarship program** (Coordinator)   * To conduct & observe English language classes for under privilege students to enhance their language skills. * Enhancement of communication skills & capability of thinking outside the box. * Administration for the maximum utilization of teaching resources for desire results and discipline. * Broke class into smaller groups and implemented engaging classroom activities. This developed a team working skills among them. * Imparted Tutoring support and designed individualized learning plans for English Language learners, hence enabled them to write creative writing themselves   2008 to 2013  **Lahore Garrison University, Lahore** (Language Teacher)   * Effectively maintained interest and provided interactive atmosphere, enhanced attentiveness of the less interested students. * Supported and initiated field studies to facilitate the classroom experience. * Turned around class that had severe management issues by encouraging team work that reduced behavioral issues by 30%. | | |
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| Core Competencies | | **DEGREE PROJECTS**   * Professionally Trained English Language Administrator as a Coordinator (Certifies by US English Access Micro Scholarship Program of US Embassy) * Professional Trained English Language Teacher(Certifies by US English Access Micro Scholarship Program of US Embassy) * Working on Motivational Strategies to enhance motivation for the acquisition of English as a 2nd Language.   **Skills:**   * Effective communication & Presentation skills * Capable of thinking outside the box * Basic computer skills and software installation | |
| References | | Will be provided upon demand | |