

4 May 2019

RE: Application for English Speaker

Dear Sir/Madam,

As a young and motivated individual I am extremely interested in submitting an application for the advertised English Speaker in Staff India.

In June 2018, I completed my B.A. (Hons.) in English. In the same year I have started to teach English Language. Planned and prepared hands-on learning activities according to the student's educational needs. Assessed, recorded and reported on the development, progress and attainment of students by on-going observations. Offers extensive knowledge of English Language and its basic concepts; excellent communication skills, great observational skills, and significant ability to perform well in a team. This has given me a range of practical capabilities that will meet the needs of this role.

While completing my B.A. (Hons.) in English I worked part-time as an Office Assistant. My responsibilities in this role included providing face-to-face official talk. This position has given me key employability skills while also allowing me to experience working in a professional and fast-paced work environment.

My teachers and employers have commended me for my high level of interpersonal skills and naturally engaging personality. My motivations include learning new things and the challenge of meeting key objectives. My current and previous managers can be contacted to provide more information about my ability to meet the needs of this job.

I understand that you will receive a large number of applications for this role. I do, however, believe that my motivation, commitment and pre-existing skills will allow me to fit into your work environment and immediately start supporting the needs of your organization.

I would appreciate the opportunity to meet with you to discuss my application at an interview. I have enclosed a copy of my resume for your consideration. I can be contacted at all times on the details provided above.

Thanking you in advance for your time,

Md Nurul Islam