

Job Title: English Teacher for high-school students**Employer: ABC Academy****Contact: Emma Morrison**

ABC Academy is a leading provider of quality tutoring across Canada for all grades and subjects. We are currently recruiting teachers for English for grades 7 to 12. If you have a good academic record and great interpersonal skills, we would love to hear from you!

Duties:

- Participate in academic support for students in Grades 7 to 12;
- Motivate Classroom engagement and inspire student success;
- Establish and maintain cooperative relationships with instructors and students; a team player
- Coordinate creative learning and engagement activities such as field trips, projects and students support
- Perform other duties as assigned by the teacher or building administration that best supports the NEC students
- Planning, organizing, guiding and facilitating activities and job shadow placements based on a set work plan;
- Assisting with other education duties may be required.

Skills Required:

- Must possess excellent interpersonal skills and telephone etiquette;
- Strong computer skills and excellent knowledge of MS Office programs;
- Knowledge of Math, English, Social, Science and Computers and when this skill is not a strength, the ability to find the support needed for students;
- Problem-solving, mediation, crisis intervention and negotiation skills to best work with student behaviour;
- Must be able to work flexible hours and have their own transportation;
- Must have a trauma-informed practice
- Must possess a high standard of confidentiality and be willing to sign an Oath of Confidentiality
- Knowledge of Indigenous cultural practices and specifically Secwepemc protocols and culture is an asset

Qualifications:

- Post-secondary education of 2 or more years
- Must successfully pass the required Criminal Record Check, working with vulnerable populations
- Knowledge of standard office administrative practices and procedures
- Must have a valid driver's license and the ability to attend work
- Positive attitude

****We thank all applicants for their interest but advise that only those applicants who are under consideration will be contacted.****

Please submit your resume and cover letter to Emma Morrison at sample@abccademy.ca

EVA GABRIELLE

eva-gabrielle@gmail.com | 416-123-4567 | <https://www.linkedin.com/in/eva-gabrielle/>

August 14, 2022

Ms. Emma Morrison
ABC Academy
3968 University Avenue
Toronto, ON
M5J 1T3
Canada

Dear Ms. Morrison,

The opportunity to assist others in improving their English skills has always piqued my interest, which is why I am very excited to submit my application for the English Teacher at ABC Academy. I am confident that my strong academic background in English, helpful personality and prior tutoring experience will enable me to excel as an English Teacher at your academy.

I am a semester away from finishing my English specialist at the University of Toronto Scarborough, and I have extensive knowledge of various genres of English writing. Furthermore, various writing assignments and oral presentations have enabled me to improve my grammar and writing and presentation skills. My previous experience as an English Tutor at Malvern Family Resource Centre (MFRC) taught me, however, that a background in English studies is not sufficient for the job.

My desire to assist and teach, as well as my creativity in lesson planning and overall ability to relate to students, make me a successful tutor at MFRC. To engage newcomer youth, for example, I researched and designed weekly discussion topics that would be appealing to them. Fashion and technology topics have proven to be the most effective in terms of learner engagement, yielding a record number of participants since the inception of the MFRC tutoring programme. Recognizing that most newcomers struggle with pronunciation, I recorded myself pronouncing difficult or commonly mispronounced words and made the audio file available for download online so students could access it at their leisure. Furthermore, I spent hours researching credible websites where students can improve their pronunciation and grammar. The learners and staff at the Centre recognized and appreciated my extra effort in these projects.

While I am in classes, my schedule allows me to devote several hours per week to teaching. The prospect of doing this full-time at ABC Academy excites me greatly. I hope that my interest in teaching, combined with my academic background and eagerness to assist, will earn me the opportunity to contribute to ABC Academy students' learning experiences and that we can meet in person to further discuss my qualifications.

Sincerely,
Eva Gabrielle

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SUMMARY OF QUALIFICATIONS

- Excellent interpersonal skills demonstrated as a tutor, peer counsellor and camp counsellor
- Strong English grammar and writing skills developed as an English Specialist student at the University of Toronto
- Ability to plan creative and engaging lessons to assist learners with grammar and vocabulary
- Understanding of learning styles gained through teaching experience and an educational psychology course, as well as the ability to motivate and encourage students
- Knowledge of MS Word, MS PowerPoint, use of projectors and smart boards

EDUCATION

University of Toronto Scarborough

2019 - Present

Honours Bachelor of Arts | 4th year

- Specialist in English, Minor in Psychology, CGPA: 3.9/4.0
- Relevant Coursework: Creative Writing, Life Writing, Educational Psychology, Introduction to Literary Theory and History

RELEVANT WORK EXPERIENCE

English Tutor

Sep 2021 - Present

Malvern Family Resource Centre

Scarborough, ON

- Teach English grammar and vocabulary to newcomer youth one-on-one and in group settings demonstrating high levels of patience and motivating them with awards and celebrations of their success
- Design interactive lesson plans and select engaging discussion topics to enhance student participation and interest, increasing attendance by 20% in one year
- Created a self-recorded audio file with English pronunciation exercises and made it downloadable online for convenient student access
- Train new tutors and provide guidance on teaching methodologies

Academic Programmer & Promoter

Aug 2019 - Apr 2020

Student Housing & Residence Life, University of Toronto Scarborough

Toronto, ON

- Provided academic support by explaining academic policies to students living in residence utilizing strong communication skills
- Promoted a range of campus resources and supports to students and made referrals when needed

ADDITIONAL WORK EXPERIENCE

Art Camp Counsellor

Aug 2018 - Aug 2018

Arts and Crafts Day Camp

North York, ON

- Prepared materials and activities for groups of 15 campers ages 10 to 14
- Demonstrated paint and sculpture techniques using excellent communication and presentation skills

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Tour Guide

Jul 2017 - Aug 2017

Niagara Conservation Area

Niagara Falls, ON

- Led 5+ groups of children and adults on 20 - 90-minute tours, which facilitated their environmental learning
- Responded to 60+ questions and promoted good wilderness behaviour in accordance with Niagara Parks conservation guideline

VOLUNTEER

Peer Coach

Sep 2020 - May 2021

Academic Advising & Career Centre, University of Toronto Scarborough

Toronto, ON

- Provided feedback and suggestions for students' resumes and cover letters to improve their job application skills
- Demonstrated ability to quickly build rapport and trust with students

Teaching Assistant

Jan 2017 - Jun 2017

Highland Creek Public School

Toronto, ON

- Assisted a teacher in Grade 5 class with activities and lessons on reading, writing, history and science enhancing overall productivity
- Assessed the needs of 20+ students and worked with them on a one-on-one basis to improve their reading and writing skills through tailored exercises.
- Developed 5+ creative lesson plans on contemporary Canadian children's literature and executed classes with the assistance of online resources

AWARDS AND SCHOLARSHIPS

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| • Scarborough Creative Writing Prize for short fiction | 2021 |
| • The Margeson Scholarship in English | 2019 |
| • University of Toronto Scarborough Admission Scholarship (valued at \$7500) | 2018 |

INTERESTS

- Writing: Fiction, Poetry
- Teaching and Tutoring
- Visual Art and Art History