

Job Title: English Tutor
Employer: Centennial College
Contact: Shania Twain

Centennial College is the oldest community college in Ontario. We have the most diverse student population in the Ontario college system and serve one of the most multicultural populations in Canada. Centennial College offers more than 75 diploma and certificate programs in a variety of subject areas: Applied Arts and Health Sciences, Business, Communication Arts, Engineering Technology, and Transportation. Programs are offered on a full- and part-time basis. We have over 10,000 full-time students and more than 20,000 continuing education students. Over 35% of Centennial's students are adult learners who left employment and other educational institutions. The Learning Centres offer free tutoring to all Centennial students. During the Fall and Winter semesters, 6 full time tutors are available to tutor in English, math, science and accounting. Students may also sign up for weekly Let's Talk sessions, which provide an informal setting for ESL students to practice their conversational English.

ENGLISH TUTOR:

Tutoring English to first and second year students and ESL students.

Duties will include:

- * Tutoring students in English grammar
- * Providing help with students' writing styles
- * Providing help with pronunciation
- * Organizing and running Let's Talk, a conversational English program for ESL students
- * Marketing the Learning Centre services to students and faculty through class visits, discussions with faculty, posters and promotions

EDUCATION:

Intermediate or senior level.

Students must have taken university English courses and be in a co-operative education training program.

SKILLS:

- * Demonstrated tutoring skills
- * Above average grades in English courses
- * Ability to explain the rules of English grammar
- * Excellent oral communication skills
- * Ability to work with the Microsoft Office software is an asset

CHARACTERISTICS:

- * Ability to work independently with students requiring assistance in English and with ESL
- * Patience and good judgement essential
- * Excellent interpersonal skills essential

Please submit resume and cover letter to Shania Twain at sample@centennialcollege.ca

Source: www.centennialcollege.ca

SOFIA GONZALEZ

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August 14, 2014

Ms. Shania Twain
Centennial College
P.O. Box 631, Station A
Toronto, Ontario
Canada M1K 5E9

Dear Ms. Twain:

The opportunity to help others improve their English skills has been an interest and a passion of mine and that is why I am very excited to submit my application for the co-op position of English Tutor with Centennial College. I am certain my strong academic background in English, helpful personality and previous experience as a tutor will allow me to excel as an English Tutor at your College.

A semester away from completing my English specialist at the University of Toronto Scarborough, I have accumulated vast knowledge in different genres of English writing. In addition, various writing assignments and oral presentations have allowed me to polish my grammar and hone my writing and presentation skills. However, my previous experience as an English Tutor at Malvern Family Resource Centre (MFRC) taught me that a background in English studies alone is not enough for the job.

At MFRC, my passion to help and teach, creativity in lesson planning, and overall ability to relate to the learners make me a successful tutor. For example, in order to engage newcomer youth, I researched and designed weekly discussion topics that would appeal to them. Topics on fashion and social media were proven to be the most effective in learner engagement and yielded a record number of participants since the creation of the tutoring program at the MFRC. Realizing pronunciation is a challenge for most newcomers, I recorded myself pronouncing difficult or commonly mispronounced words and made the audio file available for download online so students can access it at their convenience. In addition, I spent hours researching credible websites that learners can use to improve their pronunciation and grammar. My additional effort in these projects was recognized and appreciated by the learners and the staff at the Centre.

Devoting several hours a week to tutoring is what my schedule allows while I am in classes. The possibility of doing this on a full-time basis at Centennial College is very exciting to me. I hope my interest in tutoring combined with my academic background and eagerness to help will earn me an opportunity to contribute to the learning experience of Centennial students and hope we can meet in person to further discuss my qualifications.

Sincerely,

Sofia Gonzalez

Encl. Resume

SOFIA GONZALEZ

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SUMMARY OF SKILLS

- 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
- Plans creative and engaging lessons to assist learners with grammar and vocabulary
- Knowledge of learning styles from teaching experience and educational psychology course
- Motivates and encourages students via rewards systems and a focus on strengths
- Knowledge of MS Word, MS Power Point, use of projectors and smart boards

EDUCATION

September 2011 - present **Candidate for Honours Bachelor of Arts; Specialist in English**
University of Toronto Scarborough
Relevant Course: Creative Writing, Life Writing, Educational Psychology

RELEVANT EXPERIENCE

September 2013 - present **English Tutor, Malvern Family Resource Centre**

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

August 2011 - April 2012 **Academic Programmer & Promoter, Student Housing & Residence Life, University of Toronto Scarborough**

- 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

August 2010 **Art Camp Counsellor, Arts and Crafts Day Camp**

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

RELEVANT EXPERIENCE (Continued)

- July - August
2009
- Tour Guide, Niagara Conservation Area**
- Led groups of children and adults on 20 – 90 minute tours, which facilitated their environmental learning
 - Responded to questions and promoted good wilderness behaviour in accordance with Niagara Parks conservation guideline

VOLUNTEER EXPERIENCE

- September
2013 - May
2014
- Peer Coach, Academic Advising & Career Centre**
- 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

- January
2009 - June
2010
- Teaching Assistant, Highland Creek Public School**
- Assisted teacher in grade 5 class with activities and lessons on reading, writing, history and science
 - Assessed students' needs and helped them one-on-one to improve their reading and writing skills with tailored exercises
 - Developed two creative lesson plans on contemporary Canadian children's literature and executed classes with assistance of teaching

AWARDS AND SCHOLARSHIPS

- 2014
2012
2011
- Scarborough Creative Writing Prize for short fiction
The Margeson Scholarship in English
University of Toronto Scarborough Admission Scholarship

INTERESTS

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

REFERENCES AVAILABLE UPON REQUEST