

Jenny Wang

School Manager

Neihu Rd. Sec.1. Number 1

Taipei

Dear Ms. Wang

14/03/2006

I recently read your advertisement, dated the 2nd of January 2006, for the position as a full-time teacher. I am quite interested in applying for this job. I have therefore submitted a detailed resume and autobiography as well as this cover letter.

I have always been interested in teaching English. Consequently, I have had a year of teaching-related experience. However, this June I will graduate and I would like to become a full-time English teacher. The Joy School is well renowned in Taiwan, both for its excellence in teaching materials and for its highly-trained staff members. I wish to improve my teaching skills and abilities and thereby make myself a better teacher. With these factors in mind, Joy would be the best choice for me!

I believe that my experiences in English teaching, test paper editing and translation make me a strong candidate for the position of full-time English teacher.

I shall briefly outline my part-time teaching experiences of the past at Agape Bilingual School. I taught English grammar, story reading and phonics. The average number of students in each class was between 8 to 15 students. As a teacher, I improved my students' reading and writing abilities a great deal. Seventy percent of them have passed GEPT Elementary. Student numbers in most of my classes have risen.

Apart from teaching English, I also edited test papers for my school. Therefore, I am familiar with the essential grammar that kids should know when they learn English. I had also worked as an assistant before I became a teacher. My duty was to

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guide slow students' grammar or their English problems after class. In this way, I have become familiar with teaching and assisting kids in learning English. I know their problems and how to make them understand English better. I've also been engaged in concerned other fields. You may browse through all my experiences in my resume.

It would be my pleasure to have the opportunity to discuss details and other qualifications with you. If you are interested, please e-mail me back or contact me at 0912701242 any time before 10 p.m., or feel free to leave a message.

----- Sincerely

----- Elaine Chen

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