

**Katherine Min**

**Education and Training TESOL/TESL/TEFL Certification (100 Hours)**

Oxford Seminars, *Queens, USA*

January 2013

**Bachelor of Arts**

**Major: Psychology**

New York University, *New York, USA*

September 2007 - January 2012

**Work Experience Medical Receptionist**

Best Care Medicine, PLLC, *Queens, USA*

February 2012 - February 2013

• Performed as an interpreter between the Korean and English language

for patients

• Considered customer service as top priority by being polite, efficient,

and attentive

• Multitasked in various aspects of a fast-paced medical office

environment

**Receptionist**

Juvenex Spa, *New York, USA*

July 2011 - January 2012

• Answered phone calls and scheduled appointments expertly

• Worked with other receptionists in planning for the comfort of the

customers

**Sunday School and Youth Group Teacher**

The New York Bethzatha Church of God, *Elmhurst, USA*

September 2009 - February 2010

• Checked attendance and weekly verse memorization

• Acted as Bible study teacher responsible for the development of a

group from grades 8 to 11

**Intern/Assistant Teacher**

The Jewish Board of Family and Children Services, *New York, USA*

July 2009 - January 2010

• Oversaw general office affairs including filing, organization, and

communications

• Collaborated with colleagues to create a comfortable atmosphere for

staff and students

**Tutor**

Soowook's Academy, *Queens, USA*

July 2008 - September 2008

• Taught fourth grade students in English and math

• Assisted tenth grade ESL students with their English speaking and

comprehensive skills

**Volunteer Experience Counselor**

Youth and Family Focus, *Queens, USA*

July 2007

• Facilitated order of groups of students in a wilderness-camp

• Supervised 60 students in various volunteer settings, not limited to

soup kitchens, nursing homes, and rescue missions

**Additional Skills and Experience**

Travel: Korea

Interests: Different languages and cultures, the latest technology, new trends

Skills: Knowledgeable in Microsoft Office and Powerpoint, able to multitask,

and a fast learner

**References** Available upon request

Dear Director,

I am a New Yorker, born and raised, and have graduated from New York University with a B.A. in Psychology. I am

writing to you with the interest of becoming an ESL teacher at your establishment. As an ESL teacher, I am hopeful for

students between kindergarten through fifth grade, as I have the most experience in that age group; an older classroom is

also fine as I have previous experience tending to an older audience as well.

An ESL teacher is not just an educator of vocabulary and grammar, but also of culture and confidence. With this

mindset, I believe I can be an asset to your establishment and to the students that I will come to teach. While the overall

idea of perfecting the English language is the most important, I regard progress very highly, whether it is in the number

of vocabulary words that have been learned or in the level of understanding that a student has in the language. Progress

leads to progress.

My previous experiences include teaching English to an ESL student in a private academy setting, and also as a tutor to

fourth grade students, helping them with general schoolwork. I have had an internship working with Pre-K students with

disabilities and also with grades 7 to 12 students who were in need of social services. From working in various settings,

ranging from a spa to the church I attend to a medical office, I believe my personality is able to adapt quickly to new

work environments, and I am always ready to meet new types of people and make new friends.

I have attached my resume for you to look at, at your convenience. Please do not hesitate to email me at

katmin@gmail.com if you have any questions or if you would like to set up a phone interview. Thank you for taking the

time to consider me for the position. I look forward to hearing from you!

Sincerely,

Katherine Min