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**OLIVER JONES**

I am an experienced ESL teacher looking for a new teaching position in Korea. Employment post-university has allowed me to demonstrate determination, versatility, and a will to rise to a number of challenges. Having just completed a master’s degree I am now looking for a new teaching contract.

**Education**

**2012-2013** **University of Birmingham Business School**

*MSc Human Resource Management, with CIPD accreditation*

**2002-2005 Goldsmiths, University of London**

*BA (Hons) History, (achieved 2:1)*

**1999-2001** **Cirencester College**

*3 A Levels and 3 A-S levels (Including French, Psychology and History)*

**Teaching Experience**

**Mar 2011-Mar 2012 Bisan Elementary School, Anyang, Gyeonggi-do**

*After School English Teacher*

* Taught classes of twenty elementary aged students following a specialised curriculum
* Complete thorough daily lesson planning for maximum productivity in class
* Produce lesson reports to evaluate the content of my classes

**Jun 2009-Aug 2010 Gwacheon English Town**, **Gyeonggi-do**

*English Teacher*

* Taught kindergarten, elementary and middle school students
* Daily 2 hour after-school classes following a specialised curriculum
* Activities and situation classes
* Taught english camps in the winter, summer and spring, including directing singing and dancing performances
* Completed daily lesson planning for maximum productivity in class
* Produced weekly lesson reports to evaluate the content of my classes

**Employment History**

**Jul 2013-Aug 2013 Eversheds LLP, HR Internship, Birmingham**

Reviewed Eversheds HR policies and redrafted docmentation. I have also conducted user acceptence tests on the learning management system. Additional duties involved filing and printing / dispatching salary review letters.

**Mar 2008-Apr 2009 Hays plc. (Hays CAS), Online Advertising Coordinator, London**

Worked in a team of 8 coordinators producing bespoke recruitment websites, job postings, e-shots, mail and mobile advertising for a range of Hays’ biggest clients.

Dec 2006-Jan 2008 Siena Red Recruitment, .NET Recruitment Consultant, London

Provided a consultative service to candidates and clients throughout every stage of the recruitment process and carried out supportitive administrative tasks such as writing adverts.

**Feb 2006-Dec 2006 Foxtons, Move Consultant, London**

Worked in a team of 6 consultants advising Foxtons customers to put their properties on the market for sale and rental. Other duties included advising buyers about Alexander Hall mortgage services.

# Jul 2005-Jan 2006 John Lewis Partnership, Sales Assistant, London

Worked in the busy menswear department of the flagship store on Oxford Street. Responsibilities included providing customer service and putting out stock.

**Interests**

I am very keen on current affairs. I regularly read news websites. My other interests include reading novels, playing guitar, travel, tennis, and rugby.

**References available on request**

Dear Sir /Madam,

I am writing in response to the teaching vacancy you advertised on Dave’s ESL. I enclose my CV for your information.

I have already completed two contracts as an English teacher in Korea. During this time I have gained experience using a variety of teaching methods, including activities, set curriculum and situation classes. Having taught kindergarten through to middle school students, I believe my teaching style is applicable to all levels.

In addition, my previous commercial experience has provided me with relevant skills, which are useful in a classroom situation. Firstly, having worked with children right through to company directors I am able comfortable communicating with all levels. The confidence I have gained through extensive sales experience can be used effectively in the classroom. Examples of this are through sales pitches, client meetings and presentations to senior management, all of which have been requirements of previous jobs

Having just completed a master’s in Human Resource Management, I am always looking to improve my skills and complete new challenges. This qualification, in addition to my undergraduate degree in history has kept my knowledge of the English language and grammar up to date.

Thank you for taking the time to consider this application and I look forward to hearing from you in the near future.

Yours sincerely,

Oliver Jones