

Olivia Caron

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Dear Director,

The purpose of this letter is to express my interest in a teaching position in Korea. I am a young professional with a B.A. in Communications from McMaster University in Hamilton, Canada. I have recently successfully completed TESOL/TESL/TEFL certification with Oxford Seminars in Ottawa, Canada. I have had a desire to teach English to children at the kindergarten and elementary school level for some time; an endeavor that I would love to accomplish with you!

Over the years, I have obtained a number of skills and experiences that have prepared me to teach ESL to children. Starting at a young age, I acted as caretaker to many children, sometimes up to five children at a time. Through this role I developed an appreciation and love for children that I hope to carry on teaching in Korea. In my current role as media relations officer, I engage with the media to explain complex issues on a variety of health topics. Using clear and concise language is of utmost importance to ensure that issues are not misunderstood. I have also acted as a mentor to young females throughout my secondary education. In that role I prepared engaging activities and presentations to prepare them for challenges they may face in coming years. Additionally, I have volunteered as a daycare provider in Cheltenham, England. That experience not only prepared me to work with young children, but also for living abroad.

I believe that a teacher must be professional, approachable and adaptable in order to see success in the classroom. Students should be aware of expectations and I believe it is important to create an environment where students are comfortable asking questions and participating in classroom activities. As a teacher, it is also important to employ a variety of activities in order to reach students with varying needs to lead them toward their paths of mastering the English language.

I would like to thank you in advance for your time and consideration. I look forward to hearing from you to discuss my qualifications in the near future.

Sincerely,

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Personal Details	Citizenship	Canadian
	English Ability	Native Speaker
	Marital Status	Engaged
	Health	Excellent

Education	TESOL/TESL Certification – 100 hour Oxford Seminars May 2012	<i>Ottawa, Canada</i>
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	Bachelor of Humanities Major: Communications Studies Minor: Peace Studies McMaster University September 2004 - April 2008	<i>Hamilton, Canada</i>
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Volunteer Experience	Day Care Provider Kingsmead College August 2002- September 2002	<i>Cheltenham, England</i>
	<ul style="list-style-type: none">Organize and execute educational recreational activities for groups of fifteen 2-3 year old children	

	Life Skills and Peer Pressure Mentor Ecole St-Trinité April 2001 -June 2001	<i>Rockland, Canada</i>
	<ul style="list-style-type: none">Prepare weekly presentations and activities for groups of thirty female students on a variety of topics related to stress and pressures of beginning secondary school	

Work History	Media Relations Officer Health Canada March 2011 - Present	<i>Ottawa, Canada</i>
	<ul style="list-style-type: none">Respond to questions from media on a variety of health topicsPlan events for the Minister of HealthProvide media training to departmental spokespersons	

	Office Manager Mindshare January 2009 - August 2009	<i>Dublin, Ireland</i>
	<ul style="list-style-type: none">Answer phone calls from clients and media suppliers in professional mannerComplete daily media monitoring reports for clients	

Additional Skills / Experiences	Languages:	French (Fluent)
	Travel:	Ireland, United Kingdom, Chile, Germany, Spain, Portugal
	Overseas Residences:	Ireland
	Interests:	Photography, reading, writing, knitting
	Skills:	Communications, event planning, mentoring,

References	Available upon request
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