

Tom Olesinski

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Dear Director,

I am a young professional and a graduate of aerospace engineering who has always held an interest in teaching. I graduated in the top 25% of my class with TESOL/TESL/TEFL Certification from Oxford Seminars in Ottawa, Canada. I am excited to apply for a teaching position in Korea, and am comfortable teaching English as a Foreign Language to students of any level, from children to adults.

My approach to teaching a new classroom or group is one of clarity, patience and adaptability. I present the goals of the lecture to ensure all students are clear on what we are trying to accomplish. My instructor at Oxford Seminars described my interaction with students as smooth, creative and knowledgeable. I feel that it is important to remain professional but approachable in this manner since it makes students comfortable in their learning and eager to ask questions.

Teaching has always been a passion of mine, especially with children. Before I began to seriously pursue my career, I spent a summer volunteering at a colleague's preschool. Once a week I played guitar for young children and later assisted with afternoon lessons and playtime. In secondary school and university, I often found myself in a tutoring position for friends and colleagues. I also spent a few summers teaching guitar to students of all ages, from grade school to university. Finally, I have studied the French language extensively throughout my secondary school education and in specialized language training courses. As a language student, I was able to experience first-hand what makes an effective teacher and how to build a proper teacher-student relationship.

For the past four years, I have worked for a small engineering firm in Ottawa, Canada. The size of our firm let me experience all aspects of operating a business. My work experience has allowed me to engage with many people of a wide variety of educational backgrounds, and as a Project Manager it is my duty to ensure shared information is clear and understandable.

Enclosed please find my resume which outlines my education and work experience, including descriptions of the tasks I was expected to perform. My resume alone cannot express my enthusiasm to live and teach abroad. I feel I would be a valuable member of your teaching staff and hope to speak to you personally during an interview at your convenience.

I appreciate your consideration of my application and thank you for your time.

Sincerely,

Tom Olesinski

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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

Ottawa, Canada

Bachelor of Engineering

Major: Aerospace

Carleton University
September 2002 - May 2007

Ottawa, Canada

Related Experience

Volunteer Children's Entertainer

2008 (summer)

Ottawa, Canada

- Provided musical entertainment and assisted during afternoon sessions for a local preschool once a week

Guitar Instructor

2004 – 2006 (summers)

Ottawa, Canada

- Offered guitar lessons to students during the summers

Private Tutor

September 2000 – May 2005

Ottawa, Canada

- Provided private tutoring before tests and examinations (secondary school and university)

Work History

Project Manager

LG Building Group Inc.
December 2007 - Present

Ottawa, Canada

- Prepared proposals, memos, specifications and reports
- Conducted site surveys, design and drafting on various mechanical/electrical projects
- Responsible for the majority of correspondence and scheduling within the company

Technical Clerk

City of Ottawa Infrastructure
August 2007 - December 2007

Ottawa, Canada

- Reviewed grading and servicing for land plots in Ottawa
- Discussed building applications with engineers and homeowners
- Employed good multitasking, organization and documenting skills

Additional Skills / Experiences

Languages:

Polish (Advanced), French (Intermediate)

Travel:

Canada, United States, Cuba, Poland, Germany

Interests:

Music (media, instruments, recording), biking, skiing and reading

Skills:

Communication, organization, creative, problem solving

References

Available upon request