



14 Villa Bellisimo
Kingsley Kloof Street
South End
Port Elizabeth
South Africa
6001

03rd August 2022

Dear Sir/Madam,

I am writing to apply for the opportunity to teach EFL with your school as advertised via The TEFL Academy. I attach my CV for your consideration. As you will see, I am a native English-speaking graduate and a South African citizen. I have just completed a 168-hour Level 5 TEFL Certificate with The TEFL Academy, UK.

I have a real desire to improve the lives of others by teaching English. I look forward to creating exciting and engaging lessons to motivate my students and help them to learn effectively.

I home-schooled my son for just over a year and thoroughly enjoyed it. I have also assistant coached a team of U11 Girls for Hockey and loved the experience of teaching.

I would very much like the opportunity to discuss my application with you further at interview. Thank you for taking the time to read my CV and I look forward to hearing from you.

Yours faithfully,

Vanessa Caine



Vanessa Caine

TEL: +27 72 152 7619 **EMAIL:** vanessacaine94@gmail.com

ADDRESS: 14 Villa Bellissimo, Kingsley Kloof Street, South End, Port Elizabeth, 6001

TEFL TRAINING

February – August

Level 5 TEFL Certificate - The TEFL Academy, SA

Course included:

- Lesson Planning
- What does foreign Language teaching involve?
- Different types of lessons and classes.
- Creating lessons and teaching materials for a range of levels from
- Elementary to Advanced
- Teaching speaking, listening, reading, and writing
- Material & resource creation, utilising the internet
- Needs analysis and teaching in different situations
- Classroom management and teaching techniques
- Language analysis – vocabulary, grammar, and pronunciation

EDUCATION COURSES

February – August 2022

168-hour Level 5 TEFL Certificate

RELEVANT EXPERIENCE

2017 - 2019

I was an assistant Hockey coach for a team of U/11 Girls.

2018 - 2023

I had an online Beauty Business where I built a line of distributors under me of approximately 120 distributors. I presented live training sessions on zoom and in Facebook groups I had created. I did group training and one on one training approximately 3 times a week, sometimes more.

2020 - 2021

I home schooled my son who was in Grade 5 at the time and my daughter who was in Grade 9. During Covid I kept both my children home for just over 1.5 years and chose to home-school them. I followed the School Syllabus and work content provided by the school once a week.

I would also like to add that I am a mother of 2 children. My son is 13 in Grade 7. I have helped him through his schooling career and assist him in studying for his exams to date. I did the same with my daughter who is now studying Tertiary Education. I never employed tutors or extra help with their education, I was always and still can do it myself. I have done a great job at it up until now.

EMPLOYMENT

2016 – 2018	Ellies, Port Elizabeth, Executive sales, and Project Manager I was responsible for all new business as well as implementing and managing installations of new energy saving lights and equipment. I was responsible for all admin and legal documents that were required with all installations. I managed the team of electricians that did these installations. I was responsible for all surveys as well. I also had to handle booking out of all relative stock.
March 2018 – February 2021	Online Beauty business. I build a distribution line within my business of 120 distributors. I managed and trained them during the time that my business was active.
February 2021 – present	I am an Executive Personal Assistant, Dynaform (PTY) Ltd, Lower Valley Road, Port Elizabeth, 6001 I am responsible for keeping the Directors diary, I schedule his appointments and keep him informed of his daily schedule by setting necessary reminders. I am also responsible for all administration and filing and keeping order for him. I do all the work i.e. spreadsheets, word documents and any other documents he needs created and typed. He dictates to me, and I type his documents for him.

HOBBIES/INTERESTS

I am an outdoor person. I love being active and fit and do this by going to the gym. I also love running, fishing and I am very passionate about my Hockey. I enjoy coaching Hockey as much as I enjoy playing it. I love learning and I am looking forward to starting my teaching career. I intend on doing additional Tefl courses as I enjoyed the course I just completed very much. I love teaching. I always said that if I had to choose a career all over again, I would choose to do a Teaching degree.

PERSONAL DETAILS

Date of Birth: 10th January 1978
Marital Status: Divorced
Health: Excellent
Nationality: South African
Code 08 driving licence

REFEREES ON REQUEST

