

Address: 14 Thicket Road, Mowbray, Cape Town, 7700

Dear Sir/Madam,

I am writing to express my interest in the English as a Foreign Language (EFL) teaching position at your school, as advertised via The TEFL Academy. I have attached my CV for your consideration. As a native English-speaking graduate from South Africa and a Level 5 TEFL- newly certified teacher, I am eager to apply my skills and passion for teaching to this opportunity.

I have a strong desire to improve the lives of others by teaching English and fostering a supportive learning environment. I am committed to creating engaging and interactive lessons that cater to different learning styles, ensuring students remain motivated and confident in their language acquisition journey. For instance, in my previous experience i.e., teaching, mentoring, or coaching, I developed innovative lesson plans that incorporated multimedia resources and real-life scenarios, which significantly enhanced colleague/ student participation and comprehension.

My ability to communicate effectively, adapt to new environments, and work collaboratively with students and colleagues makes me an ideal candidate for this role. I would welcome the opportunity to discuss my application further in an interview.

Thank you for taking the time to review my CV. I look forward to the possibility of contributing to your school's success and hearing from you soon.

Yours faithfully,

Monique Fritz

Monique Fritz

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E: Monique.l.fritz@mail.com

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Profile:

I am a dynamic and visionary professional with over 15 years of experience in training, operations, and business management, now transitioning into the field of English as a Foreign Language (EFL) teaching. Recently qualified with a TEFL Level 5 certification and Teaching Business English. I am and currently in the process of completing a course in Teaching Online and One to One, as well as Teaching Young Learners. I bring a unique blend of practical teaching experience and a strong background in corporate training and team development. My professional journey includes over six years as a Supervisor and Operations/Business Line Manager in the Oil & Gas sector, where I honed my skills in strategic planning, efficiency optimization, and team building. In this role, I successfully led training initiatives for colleagues, focusing on operations and project management, which enhanced overall corporate performance.

In addition to my corporate experience, I have a passion for teaching and have served as a Sunday School teacher, where I developed and delivered engaging lessons for children. This experience, combined with my TEFL certification, has equipped me with the skills to create inclusive, student-centred learning environments that cater to diverse needs and learning styles. I am highly communicative, adaptable, and committed to fostering a positive and productive learning experience for my students. My strengths lie in my ability to connect with learners, simplify complex concepts, and inspire confidence in their language abilities. I am excited to bring my diverse skill set and enthusiasm for teaching to an EFL classroom, helping students achieve their language learning goals.

Education & Courses

TEFL Qualifications - - The TEFL Academy

2025 – Teaching Business English (30hours) - Completed

Teaching Online and One to One (30hours) (currently - in process)

Teaching Young Learners (30hours) (ongoing - in process)

2024 - Classroom Teaching Practice Course (TEFL) (10 hours)

Qualifi Level 5 Diploma in Teaching English as a Foreign Language (TEFL)

Units Completed

An Introduction to Lesson Planning
Teaching English Vocabulary
Teaching Pronunciation
Understanding English Grammar
Teaching Receptive Skills: Listening and Reading 5 Pass
Teaching Productive Skills: Speaking and Writing
Teaching English Grammar
History of the English Language and English Language Teaching
Teaching Materials and Aids and Classroom Management Strategies
The Effective use of Resources for TEFL

2015 - 2016 Robert Gordon University - Aberdeen, Scotland

Bachelor of Arts Degree in Business Management

- Business diversification and growth strategies
- Business planning and management research
- Development of business proposals and feasibility studies

2014 - 2015 Robert Gordon University - Aberdeen, Scotland

Project Management Graduate Certificate

2010 - 2014 UNISA + ICSA B.Compt CIS Management Program (Incomplete)

2007 - 2008 Varsity College

Certificates in Pastel V9, Financial Accounting, and Bookkeeping

2003 IT Intellect Certificate in MS Excel Basic

Relevant Experience

With a freshly minted TEFL Level 5 certification and a passion for teaching, I bring a wealth of relevant experience to the EFL classroom. My background includes designing and delivering training programs for colleagues in the Oil & Gas sector, where I honed my ability to simplify complex concepts and foster collaborative learning environments. Additionally, my time as a Sunday School teacher allowed me to develop engaging, age-appropriate lessons that inspired curiosity and confidence in young learners. Combining my corporate training expertise with my hands-on teaching experience, I am adept at creating dynamic, student-centered lessons that empower learners of all ages to achieve their language goals.

Employment

05/2023 - 02/2024 Axess Offshore - Project Manager, Angola

- Led operations and maintenance for six FPSOs, ensuring project adherence
- Managed client relationships and project communications
- Trained staff on operations, project management, and new systems

09/2022 - 04/2023 EnerMech - Senior Support Manager, Africa

- Led regional teams, ensuring personnel development and competency
- Managed commercial processes and project profitability
- Provided strategic input for business growth and client relationships
- Provide training on Microsoft Navision Software

2017 - 2022 EnerMech Engineering Services - Operations Manager, Africa

- Managed crane and lifting operations across South Africa, Ghana, and Angola
- Developed budgets, forecasts, and revenue strategies
- Led client engagement and contract execution.
- Training staff on operations

Hobbies & Interests

I enjoy traveling, experiencing new cultures, and networking globally. I am passionate about business growth, leadership, and training development. Engaged in continuous learning and professional improvement.

Personal Details

Date of Birth: 28th July 1986

Nationality: South African

REFEREES ON REQUEST



Congratulations!

Certificate of Completion

The TEFL Academy is pleased to certify that

Monique Fritz

has successfully completed the
Classroom Teaching Practice Course (TEFL)
(10 hours) on the:

4th May 2024



Lynne Cristofoli
Programme Director



Jennifer Hall
Academic Director



This is to certify that

Monique Fritz

has achieved the following qualification:

**Qualifi Level 5 Diploma in Teaching English
as a Foreign Language (TEFL) (The TEFL Academy) (RQF)**

Qualification Number: 603/3835/0

Awarded on: 16 December 2024

Certificate Number: D174300

Guided Learning Hours: 168

D174300



Jason Goodyear
Responsible Officer



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Unit Transcript

Qualifi Level 5 Diploma in Teaching English as a Foreign Language (TEFL)
(The TEFL Academy) (RQF)

is awarded to:

Monique Fritz

on successful completion of the following units:

Unit Number	Unit Title	Credit(s)	Result
M/617/3459	An Introduction to Lesson Planning	3	Pass
H/617/3460	Teaching English Vocabulary	3	Pass
K/617/3461	Teaching Pronunciation	3	Pass
M/617/3462	Understanding English Grammar	5	Pass
T/617/3463	Teaching Receptive Skills: Listening and Reading	5	Pass
A/617/3464	Teaching Productive Skills: Speaking and Writing	4	Pass
F/617/3465	Teaching English Grammar	6	Pass
J/617/3466	History of the English Language and English Language Teaching	3	Pass
L/617/3467	Teaching Materials and Aids and Classroom Management Strategies	3	Pass
R/617/3468	The Effective use of Resources for TEFL	5	Pass

Awarded on: 16-December-2024
Certificate Number: D174300
Guided Learning Hours: 168
Centre Grade: Distinction



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Tel: +44 (0)115 888 2323 Email: info@qualifi.net Web: www.qualifi.net



This is to certify that

Monique Fritz

has successfully completed

Teaching Business English (30 hours)

March 23, 2025


Lynne Cristofoli
Programme Director




Jennifer Hall
Academic Director