

Carolina Klassen Fehr

SE 21 23 1W

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Dear Director,

I enjoy working with people and believe that my enthusiasm for sharing and acquiring knowledge makes me an ideal candidate for an English teaching position. Due to my previous experience working as a teacher, I have no preference for teaching a specific age group of students. Whether it's children, teenagers or adults, I am open-minded and ready to teach, learn and develop new teaching techniques.

I consider a successful teacher to be prepared and organized but also creative and adaptable, presenting lessons in a clear and structured way, forming strong relationships with their students, and setting achievable goals for all of them. Further, a teacher should be someone who is warm, accessible, enthusiastic, caring, who possesses good listening skills, and a good sense of humor. As a teacher, I will make sure to make my students feel safe, valued and motivated. My goal is making sure the students reach their own objectives, while giving them the highest quality education possible. I also hope to make that journey an interesting and fun one.

I have plenty of experience working in different areas of the educational field. I have worked as a Sunday school teacher teaching kids of different ages and group sizes, volunteered as a tutor throughout my high school years, become a teacher at the local school, and continue to work as a tutor till this day. I have acquired and developed skills and qualities necessary for a good teacher, such as planning and organizing lessons and classroom activities, incorporating realia and technology accordingly into my lessons, the ability to build a good relationship and have proper communication with my students and coworkers, and an ambition to constantly improve my skills as a teacher.

It is my goal to combine my range of experience with my ability to be a compassionate, enthusiastic, and hard-working teacher to make a positive contribution to your school district. Please find my resume attached to this letter. I would welcome an interview and hope to hear from you at your earliest convenience. Thank you for your time and consideration.

Sincerely,

Carolina Klassen Fehr

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PERSONAL DETAILS

Birth: Bolivia / 2000
Citizenship: Mexico
English Ability: Native Speaker
Marital Status: Single
Health: Excellent

EDUCATION

2022: **TESOL/TESL Certification (160 Hours)
Specialization in Teaching Business English** *Toronto, Canada*
Oxford Seminars

2018 - 2019: **College Certificate - Teaching license** *Santa Cruz, Bolivia*
Saint Julian's Teaching Institution

WORK HISTORY

Freelance Tutor, Private Clients

Santa Cruz, Bolivia | 2020 - Present

- Registered, oriented, and assessed students according to standards and procedures.
- Adapted teaching methods and instructional materials to meet students' varying needs, abilities, and interests.
- Utilized computers, audio-visual aids, and other equipment to supplement presentations.
- Selected, ordered, and issued books, materials, and supplies for courses or projects.

High School Teacher, Bismarck Saucedo

Santa Cruz, Bolivia | 2019

- Planned and conducted activities for a balanced program of instruction, demonstration, and work time.
- Prepared and administered written, oral, and performance tests, issuing grades in accordance with performance.
- Developed objectives and outlines for courses of study, following curriculum guidelines.

Volunteer Experience

Volunteer in Canada

2023- Present

- Selected, oversaw, and adapted various activities involving language learning for kids and adults.
- Babysat younger children, involving them in activities that kept them engaged in the learning process.

Assistant Nurse/Caregiver, Chihuahua's Health Center

Santa Cruz, Bolivia | 2021 - 2022

- Monitored and administered prescribed medication to patients.
- Assisted with basic needs such as eating, bathing, and grooming.
- Prepared meals and maintained cleanliness within the hospital building.

Sunday School Teacher, C. C. Haziel

Santa Cruz, Bolivia | 2015 - 2018

- Prepared materials and activities for each lesson.
- Selected and ordered books, materials, and supplies for lessons or projects.

Tutor, U.E. Haziel

Santa Cruz, Bolivia | 2014 - 2017

- Reviewed written and oral assignments.
- Guided and counseled students with academic or adjustment problems.

ADDITIONAL SKILLS & EXPERIENCE

Languages:

- Spanish (Fluent), Low German (Fluent), German (Intermediate), Portuguese (Beginner), Korean (Beginner)

Travel:

- Canada, Brazil, Mexico, Paraguay, Colombia

Overseas Residences:

- Mexico

Interests:

- History books, music, cooking, literature and languages, psychology, technology related topics, all types of board games (specially card games), photography, crochet, embroidery.

Skills:

- **Computer Skills:** Word, Excel, PowerPoint
- **Communication:** Excellent verbal and written communication skills
- **Organization:** Strong organizational abilities
- **Leadership:** Demonstrated leadership qualities
- **Adaptability:** Quick to adapt to new environments and challenges
- **Critical and Creative Thinking:** Strong analytical and creative problem-solving skills
- **Writing and Editing:** Proficient in writing and editing content
- **Public Speaking:** Comfortable with public speaking engagements
- **Teamwork:** Collaborative team player

REFERENCES

Available upon request