08/10/2014

Dear American Culture Foreign Language Courses Representatives

I am writing in response to your recent advertisement on the internet of 22th September regarding the position of English teacher.Please find enclosed my CV which summaries my education, qualifications and skills.

I have been looking for a job like the one described in your advertisement for some time now, as I believe have the skills and experience needed for this kind of work. I did similar job two years ago. I tutored high school students on English grammar. They were very satisfied with my teaching method. I first became interested in English at Primary School in my home city Bolu.I pioneered in doing activities relating to English. That is why I took part in organisations dealing with English or another language(French).I joined in many activities as group or individııal. Thanks to group work, my relationships with people improved.I know that being a teacher requires some qualities such as patience. As characteristic, I am a patient person. I am good at communication skills,and know how to act while giving a lesson. I can easily attract the students’attention when they are bored. I am such a person who gives importance to physical appearance personally. Because I know that this is also a part of communication.I can adapt myself flexible working hours.

I am eager to speak with you and discuss my possible contribution to Foreign Language Courses, as I feel my experiences in communication and teaching will be an asset to this position. I will be in touch with you within a week, and if you need to reach me, you can call at 055\*\*\*\*\*\*\*\*, or email me at [erturkf6@gmail.com](mailto:erturkf6@gmail.com) .Thank you for your time and consideration.I would be happy to provide any additonal information that you need..

Yours sincerely.

Ferhan ERTÜRK