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Biltepe Öğrenci Yurdu/ TRABZON

Dear Mr.

I am writing in response to your advertisement in the DHA of *25 August 2013* regarding the post of female staff/ IELTS trainer required. I want to show you that I am suitable person for this job. You can see in my experiences and qualification.

I am a student at Karadeniz Technical University now but I am suitable for the time of your job. I am really talented person. Good communication skill makes me more reliable. Being a teacher require good communication skill I think. I interested in some technique about teaching and I learn how to behave a person. I had some studies as a volunteer teacher. When I studied at Karadeniz Technical university Department of English Language and Literature I had IELTS class in my prep. Year so that I know about IELTS.I have good knowledge of computer program such as word, excel, power point. My all network knowledge is yours. If there is a program that I don’t know, I quarantine, I will learn it in a short time period. Generally I understand and do quickly.

I would be available to come for an interview at any time you want. I look forward to hearing from you.

Yours sincerely.

RABİA BACAKSIZ