Flat 23456 ,TEOL CENTER OF LANGUAGE

Maraş cad. Çarşı sok.

Trabzon

7 October 2014

Mr Burak Kadıoğlu

Assistant of General Director of TEOL

Dear Mr Kadıoğlu,

I am writing to apply for your teacher and translator position , as advertised on TEOL.org.

I first became interested in a career teaching and translating after working part time in small educating and translating company in Ordu (my home country) before moving to the Trabzon to study.

I believe that teaching and translating work would be an ideal way to combine my experience and interests in teaching, translating, problem solving and dealing with students’ problems. I confirmed my interest in joining a successful teacher and translator position .

The offering on that website has several opportunities through the teaching position which is right and well planned. I was also impressed by your focus on continuing professional development within your organization for staff at all levels of the students.

My long-term goal is to become a well-supported and talented teacher and well-referenced translator on my own business.

I am a highly organized and personable student who recognize the importance of teamwork. While

studying on the teamwork at the high school and the private teaching institution my leadership, translating skills and dealing with the others’ problems. I am able to speak and help to people at all levels whether a student in high school or a student in primary school.

I hope that your organization will consider sponsoring me as at present I do not have permission to work in another organization after I graduate.

I hope that, on consideration of my attached CV , you will feel that I have the skills and experience to succeed on your planned position and to become well- educated and talented member of your organization.

I look forward to hearing from you.

Yours sincerely,

Cansu Duyar