

Gareth Yuen

April 13, 2023

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Dear iSmart Education:

I am writing to express my interest in a recent job posting your company has posted on UBC Career Centre. I believe I would be a great addition to your company for the position of an online English tutor because I am currently a third-year student majoring in English literature and minoring in philosophy at the University of British Columbia. I have also accumulated experience as a peer mentor and hosting study groups for classes at Capilano University, where my task was to preview and review material while engaging in conversations to encourage student interactions.

I am energetic, enthusiastic, a fast learner, and a team player. But, more importantly, I am very friendly and patient toward children. I know to give them space and time to think when frustrated and how to comfort and console them with words of encouragement and a positive attitude. In addition, I understand how to motivate students to learn by creating games that stimulate thoughts and reward them with treats because I believe in positive reinforcement, not punishment.

My strengths that are beneficial to this position:

- Third-year undergraduate in English literature
- Confident in tutoring students ranging from grade 8 to 12 for the English subject
- Available late afternoons and evenings from Wednesday to Saturday
- Available to start immediately and commit
- Comfortable at working independently and communicating effectively

If there are any questions, please feel free to email me at TszYuen@student.ubc.ca anytime; it would be my pleasure to be of service. Thank you for your time and attention. I look forward to hearing from your fine establishment soon.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gareth', with a long horizontal stroke extending to the right.

Gareth Yuen