

December 10, 2019

Oxford Learning Center Hiring Manager  
Elementary Tutor, Oxford Learning Center  
Oxford Learning Center  
1760 Marine Dr #202, West Vancouver, BC V7V 1J5

Dear Oxford Learning Center Hiring Manager,

I am very interested to become an elementary tutor at your learning center. I am looking for opportunities to continue to develop and prepare myself for the future. I aspire to become an elementary school teacher and I plan to complete a one-year program after my undergraduate degree.

My experience as a behavioural interventionist has provided me with lots of opportunities to be with kids. For one of my clients, I support her at preschool and at home to develop social skills with her peers. Also, I assisted in her language development and emotional regulation skills through modelling her daily routine and techniques when she is angry or upset. Thus, with my clients, different behaviours are adjusted to allow for better engagement and transition into the classroom environment

I am also involved in an after-school care which targets 5-13 year olds. We would plan art or sport activities to ensure a fun yet safe play environment. Understanding that the children are very different in their developmental level, I would target methods of communication that are best suited for them. With younger children, often it would require more instructions and to engage in small games, while being more conversational and providing options for older children. I would assist in conflict resolution to ensure that children are given the opportunity to learn how to resolve conflicts but at the same time ensuring that all children are safe and having an enjoyable time. Thus, I have strengthened my communication skills through this job experience.

I am also volunteering in a kindergarten classroom at Bayview Elementary School. During my volunteer, I would help guide students to their tasks and assist with spelling or Math. In addition, I would work with children that need extra support during class time to ensure the teacher can complete the lesson. Specifically, I would give reminders to the child and redirect their attention to class. Therefore, I have learned many classroom skills to get activities to help learn new concepts.

Thank you for reviewing my application. If you have any questions, you may reach me at [cherylchao.27@alumni.ubc.ca](mailto:cherylchao.27@alumni.ubc.ca).

Sincerely,

*Cheryl Chao*

Cheryl Chao

Encl. Resume