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. Being a positive and sociable individual, I am always ready to meet new people and when I encounter difficult situations, I stay positive and re-appraise the situation to solve the challenges.

My work experience as a behavioural interventionist has provided me with lots of opportunities to be with kids. For one of my previous clients, I supported her at preschool and at home to develop social skills with her peers. Part of building social skills was to build relationships with her other classmates to ensure a fun and supportive place for my client to take steps and build confidence as well as appropriate behaviours towards other peers. Also, I assisted in her language development and emotional regulation skills.

I am also involved in an after school care which targets elementary children. 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 is best suited for them such as giving more instructions and engage in small games with younger children 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.

Furthermore, I am also volunteering in a kindergarten classroom at Bayview Elementary School. Through volunteering, I have had many opportunities to learn the skills needed to best engage young children. During my volunteer, I would help guide students to their tasks and assist with spelling tasks or math games. 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.

With my strong passion towards kids and an aspiration to be part of the education field, I am thrilled for an opportunity at Oxford Learning Center. Thank you for reviewing my application. Should you have any questions, you may reach me at cherylchao.27@alumni.ubc.ca.

**Cheryl Chao**

Email: **cherylchao.27@alumni.ubc.ca** Phone: **(778) - 123-4567**

**Education**

**University of British Columbia,** Vancouver, Canada August 2016 - April 2020 Bachelor of Arts in Psychology

**Canadian International School of HK,** Hong Kong August 2013 - June 2016

International Baccalaureate Diploma

**Work Experience**

**Jericho Kids Club** | **Program Leader**  April 2019 - current

* Empowering children through leading fun activities indoors and outdoors while ensuring their safety
* Building rapport with children through playing games with them to ensure that they have an enjoyable time with us
* Guiding and supporting children through conflict resolution methods when in conflict
* Offer art activities and art supplies to promote creativity and opportunities for children that prefer quiet activities
* Cleaning up the room every day to maintain the clean and safe environment for the children to be in

**Trout Lake Community Centre** | **Youth in Action Program Leader**  April 2019 - current

* Teaching life skills such as transit, money budgeting, interview and relationship building skills
* Offering indoor activities such as cooking or boardgames day as well as outdoor sports
* Building rapport with the children as well as facilitating opportunities to build friendships amongst youths

 **Behaviour Interventionist** September 2018 - current

* Embedding program lists into free play to build rapport and adjust unexpected behaviours
* Attending school sessions to build social skills and to mitigate unexpected behaviours in school
* Communicate with parents for the client’s success or areas of continual support
* Attend overlaps and monthly meetings to ensure techniques used are consistent and are more beneficial for the client

**Skills**

* Standard First Aid Certificate with CPR-C & AED
* Criminal Record Check
* Fluent in English, Cantonese, Mandarin

Cheryl Chao

5115 Cambie Street

Vancouver, BC V5Z 2Z6

December 10, 2019

Jackie Pun

5938 Sherbrooke St.

Vancouver, BC V5W 3N2

Subject: Reference Letter Request

Dear Ms Pun,

I hope this letter finds you well. I am currently applying for an elementary teaching position at Oxford Learning Center. This job requires candidates to assist students to complete english or math workbooks designed from the learning center. Furthermore, they would want to strengthen students’ attention span and problem solving abilities.

My experience working as a behaviour interventionist has helped to grow my skills to working with special needs children. Specifically I have learned skills that target the development of children’s social and attentional skills to better prepare them for the classroom environment. Although both jobs are not directly related, having your positive reference would be ideal to showcase my ability to work with children that have special needs.

I have attached a link to the job posting here and should you have any questions, feel free to contact me at cherylchao.27@alumni.ubc.ca. I look forward to hearing from you soon.

Sincerely,

Cheryl Chao

Cheryl Chao

5115 Cambie Street

Vancouver, BC V5Z 2Z6

December 10, 2019

Susan Kochan

2251 Collingwood St,

Vancouver, BC V6R 3L1

Subject: Reference Letter Request

Dear Ms. Kochan,

I hope this letter finds you well. I am currently applying for an elementary teaching position at Oxford Learning Center. This job requires candidates to assist students to complete english or math workbooks designed from the learning center. Furthermore, they would want to strengthen students’ attention span and problem solving abilities.

My experience volunteering in your kindergarten class has provided me with valuable experiences to use engage with children and to support them through english or math work in class. In addition, being able to observe and learn teaching skills from you have also prepared me for a job that requires teaching in a small class. It would be greatly appreciated to have your reference as this job will be important in achieving my goal to become an elementary teacher.

I have attached a link to the job posting here and should you have any questions, feel free to contact me at cherylchao.27@alumni.ubc.ca. I look forward to hearing from you soon.

Sincerely,

Cheryl Chao

Cheryl Chao

5115 Cambie Street

Vancouver, BC V5Z 2Z6

December 10, 2019

Wesley Wong

#300 – 225 West. 8th Avenue

Vancouver, B.C.

V5Y 1N3

Subject: Reference Letter Request

Dear Mr. Wong,

I hope this letter finds you well. I am currently applying for an elementary teaching position at Oxford Learning Center. This job requires candidates to assist students to complete english or math workbooks designed from the learning center. Furthermore, they would want to strengthen students’ attention span and problem solving abilities.

My experience working as a program leader in Jericho Kids Club has provided me with valuable experiences to use creative methods to engage children into planned activities. Furthermore, I have learned skills to communicate with children of different age groups. As Jericho Kids Club work with elementary aged kids, your reference would be greatly appreciated in showcasing my ability to work with children.

I have attached a link to the job posting here and should you have any questions, feel free to contact me at cherylchao.27@alumni.ubc.ca. I look forward to hearing from you soon.

Sincerely,

Cheryl Chao