December 8, 2019

Ms. Anita Ishii

Program Coordinator, Felice Academy

Felice Academy International School

328 Iizuka, Sawa District, Gunma 370-1102, Japan

Dear Ms. Ishii,

I am excited to come across a job posting that complements my career goal of becoming a teacher. It would be a valuable and definitely unique experience to travel to Japan and gain teaching experience at an international school. I believe my hard working personality and my willingness to learn makes me a more than adequate candidate to be a part of this of this academy team.

I hope to apply my knowledge acquired from classroom settings as well as my volunteer teaching experience to this international teaching opportunity. During my years as an undergraduate student, I have gained various teaching experience with both elementary and high school students. My experience involves being a private tutor for elementary students, running math workshops in high school, and teaching a full term of grade 9 and grade 12 classes. With my extensive experience in the educational filed, I believe I will excel in this teaching opportunity in Japan.

As a self-motivated and independent individual, I have always strived to give my best at every task and opportunity I have encountered. Not only does this apply to my academics, but also to my engagement in the community. My continual involvement in volunteer work has shaped me into a well- rounded individual with excellent team work and communication skills. This international teaching opportunity will be a new challenge that will add to my expanding experience as a teacher.

Thank you for taking the time to consider my application. If you have any questions or would like to arrange for an interview, you can contact me at lisa.liang@alumni.ubc.ca. I am excited to learn more about this opportunity. I look forward to hearing from you.

Sincerely,

Lisa Liang

**Lisa Liang**

 Bachelor of Science at University of British Columbia (4th year standing)

**Skills & Abilities:**

**Languages:** Native proficiency in written and spoken English, Cantonese, and Mandarin

**Competence:** Office work, client communication, receptionist, data entry, project research

**Strengths:** Self-motivated, responsible, and patient individual

 De-escalation and communication skills

**Work & Volunteer Experience:**

**Customer Service: TELUS Communications Inc.**

June 2017 – October 2019

 Technical support specialist at TELUS call center

**UBC learning technology support and helpdesk**

January 2016 – August 2016

Helpdesk support, email and phone response (full-time co-op)

**Mia Dry Cleaning**

June 2013 – September 2015

Receptionist and customer service (part-time)

**Dental office: Dr. Pako Cheung’s Dental Office**

January 2016 – January 2018

 Dental receptionist/assistant (part-time)

**Volunteer Work: Windermere Secondary School (VSB)**

March 2017 – July 2017

 Math 9 and Pre-calculus 11 teacher

**S.U.C.C.E.S.S. BC**

June 2012 – October 2014

 Volunteer coordinator and event organizer

 **Broadway Pentecostal Lodge**

September 2010 – Present

 Social visitor and event organizer

**Hobbies and Interest:**

Photography, Food blogging, and Learning German

Lisa Liang

2389 Joyce Street

Vancouver, BC V5R 4W6

December 8, 2019

Jane Smith

3897 Main Street

Vancouver, BC V5R 4W6

Subject: Reference Letter

Dear Ms. Smith,

I hope you’re enjoying the holidays with your family.

I am currently in the process of applying for a teaching position at Felice Academy. As you have witnessed my work at the tutor centre for the last 5 years, I believe that you will be a great reference to provide insight of my work ethic and experience working with children.

Attached is a link to the job posting that I’ll be applying to. If you have any further questions, please do not hesitate to contact me. I look forward to hearing from you soon.

sincerely,

Lisa Liang

Lisa Liang

2389 Joyce Street

Vancouver, BC V5R 4W6

December 8, 2019

Jacquie Hunt

2546 49th Avenue Street

Vancouver, BC V5R 4W6

Subject: Reference Letter

Dear Mrs. Hunt,

I hope you’re enjoying the holidays with your family.

I am currently in the process of applying for a teaching position at Felice Academy. The teaching experience I’ve gained at Windermere secondary school is extremely valuable for this job acquisition. I am hoping that you can assist me by providing a reference letter to speak on the volunteer work I have done over the past summer at Windermere secondary school.

Attached is a link to the job posting that I’ll be applying to. If you have any further questions, please do not hesitate to contact me. I look forward to hearing from you soon.

sincerely,

Lisa Liang

Lisa Liang

2389 Joyce Street

Vancouver, BC V5R 4W6

December 8, 2019

Alice Tossell

340 - 2546 Canada Way

Burnaby, BC V5R 4W6

Subject: Reference Letter

Dear Ms. Tossell,

I hope you’re enjoying the holidays with your family.

I am currently in the process of applying for a teaching position at Felice Academy. As you have been my supervisor for the past 3 years, I believe that you will be a reference to speak on my work ethics and experience at the call centre. The valuable customer interaction and peer presentation skills I have gained at the call centre will help me excel in this new position. I am hoping that you can provide me with a reference letter indicating my experience and work at the call centre.

Attached is a link to the job posting that I’ll be applying to. If you have any further questions, please do not hesitate to contact me. I look forward to hearing from you soon.

sincerely,

Lisa Liang

UBC Career Services. 19 April 2019, https://ubc-csm.symplicity.com/students/index.php?s=jobs&ss=jobs&mode=form&id=7c4247f47c2b59f40c1ef7494335d8c1#jobact.apply=1. Accessed 8 December 2019.