

Assignment 4:2: Application Package

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Mandarin Teacher ✕

Mando Kids Inc

Vancouver, BC

\$16 - \$24 an hour - Full-time, Permanent

You must create an Indeed account before continuing to the company website to apply

[Apply on company site](#)



Salary: \$16.00 - \$24.00/Hourly
Job Type: Full Time, Permanent
Start Date: As soon as possible

Language: Other
Minimum Education: Bachelor's Degree
Positions Available: 1

NOC Group: College and Other Vocational Instructors (4131)
NOC Job Title: Language School Instructor
Expires in 27 days
Expires: 2021-12-31
Posted: 2021-10-12
Last Updated: 2021-10-13

Job Location(s)

*6093 west blvd
vancouver, British Columbia
V6M 2J2, Canada*

Job Description

Chinese Teacher
Mando Kids Learning Centre is a primary education studio that focuses on Chinese Mandarin

learning for young children aged 1 to 12. Mando Kids is founded on the principles of play-based learning coupled with the extensive language-teaching experiences of its staff.

Here's what we're looking for:

Previous experience working with young students is an asset.

Excellent in both Mandarin and English oral and written skills.

Ability to create your own curriculum and adapt to the different needs of the students.

A passion to help students reach their potential.

Exceptionally organized and high attention to detail.

Have relevant educational experience teaching in Chinese

Good communication skills and ability to answer

Have enough patience for students and have full enthusiasm for education

Requirements:

Bachelor's degree in Education or related field

1+ years of teaching experience is preferred

A Teaching certificate is preferred

A passion for teaching!

Become a member of us and you can have:

- Leading industry average salary
- Flexible working hours (Weekend and Weekday in the afternoon)
- Comfortable working environment
- Extended health insurance after probation

Job Types: Full-time/Part-time

Salary: \$16.00-\$24.00 per hour

Please send your resume and three references to admin@mandokidslearning.com

How to Apply

Expiring: Dec 31, 2021

Phone: [+1 604-719-6386](tel:+16047196386)

Email: admin@mandokidslearning.com

WorkBC

30+ days ago

[report job](#)

Work Cited:

“Madrine Tutor”. Mando Kids Inc. [https://ca.indeed.com/Chinese-Teacher-jobs-in-Richmond,-BC?](https://ca.indeed.com/Chinese-Teacher-jobs-in-Richmond,-BC?vjk=352b8f49120b4d5e)

vjk=352b8f49120b4d5e

9869, University Crescent
Vancouver, BC, V6K 4E7

December 3, 2021

Mando Kids Inc.
6093 West Blvd,
Vancouver, BC
V6M 2J2
Subject: Mandarin Tutor Position—Darius Zhang

Dear Hiring Manager,

Please consider my application for the Mandarin Tutor position as advertised on October 13, 2021 on the Indeed Job website. I am a 4th year Bachelor of Arts student with a major in Interdisciplinary Studies at UBC. Before enrolling UBC, I minored in Education at SFU for two years. I have experience in developing lesson plans and is familiar with B.C's new curriculum. My areas of study and interest in Education and Chinese align perfectly with the job posting involving the passion to teach young students and the fluency in Chinese language.

I am also a proud volunteer in UBC's Chinese Language Program (CLP). I worked primarily with students who have no Mandarin background, and I was recognized by the director of Oral Practice program for my ability to meet students' diverse needs. As a dynamic volunteer with months of professional experience in monitoring students, assisting students with study skills and special assignments, I am confident that I would be a valuable asset to the team at Mando Kid Inc.

In my role as a conference assistant for United Nation program, I've proved myself to be an efficient employee and a good team player. My value quickly become apparent to my supervisor after I effectively scheduled meetings and translated Chinese documents to English.

Your job listing mentions of a need for someone who has a flexible working schedule. I am currently very available on the weekday and weekend's afternoons, all my courses at UBC are morning classes.

Thank you for considering my application. I am looking forward to learning more details about the tutor position and about Mando Kids Inc. I am committed to enhancing my skills as an educator, and I am excited about the opportunity to learn and grow with Mando Kids Inc. Should I be eligible for this position, please contact me at [DariusZhang 123@gmail.com](mailto:DariusZhang123@gmail.com).

Sincerely,



Darius Zhang

Darius Zhang

DariusZhang123@gmail.com / 778123456 / Vancouver, British Columbia V6K 4E7

Summary

Gifted tutor with background supporting learning and sharing subject matter knowledge. Expert at working one-on-one to help students understand materials and excel. Talented at creating fun learning environments with in-depth guidance to maximize student success. Enthusiastic tutoring professional motivated to support diverse students. Ready to build confidence and skills in struggling learners. Friendly, personable and compassionate.

Experience

Victoria Ni – Volunteer Worker *09/2021 – 12/2021*
Vancouver , British Columbia

- Motivated and supported other volunteer workers completing work to increase work quality and team productivity.
- Collaborated with TAs to maximize students' satisfaction
- Coordinated schedules and day-to-day activities of crew to satisfy Oral Practice Sessions needs.
- Assigned work to students based on course requirements and individual learners' strengths.
- Worked hard to learn required volunteer tasks quickly to maximize performance.

United Nations – Internship *01/2021 – 04/2021*
Shanghai , China

- Produced and distributed memos, newsletters, email updates and other forms of communication.
 - Scheduled conferences and made important notes to the conference content.
 - Conducted research using various media sources to obtain relevant data for UN projects.
 - Coordinated work to handle project needs and meet timelines with optimal efficiency.
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Skills

- Improvement plan knowledge
 - Microsoft Office
-

Education and Training

08/2020
Simon Fraser University
Vancouver
Bachelor of Arts: Economics And Education

Expected in 05/2022
University of British Columbia
Vancouver
Bachelor of Arts: Interdisciplinary Studies

Languages

Chinese (Mandarin): First Language

English: B1

 Intermediate

Reference Request Letters

December 3rd, 2021

Victoria Ni
Director
Chinese Language Program OP sessions
888 University Rd,
Vancouver, V5K 17E

To: Victoria Ni (VictoriaNi@ubc.com)
From: Darius Zhang (DariusZhang_123@gmail.com)
Subject: Request for References — Darius Zhang

Dear Victoria Ni,

I am writing to you to ask whether it would be possible for you to provide a letter of reference for a mandarin tutor position and Mando Kids Inc. As you know, I worked as a volunteer for CLP's OP sessions between September 20, 2021 and November 29, 2021, during which time I maintained a perfect attendance record and helped more than 20 students to advance their mandarin speaking skills.

If you would be able to attest to my qualifications for employment and to the skills I attained during my volunteer time at CLP. I would sincerely appreciate it.

I have attached my resume below. I need to have my list of references ready to submit by December 20, 2021. Please let me know if there is any information I can provide regarding my experience to assist you in giving me a reference; I've attached my resume for your review. Please do not hesitate to contact me through my personal email.

Thank you for your time and consideration, I look forward to hearing from you.

Sincerely,

Darius Zhang

Darius Zhang

Enclosure: Resume—Darius Zhang.

December 3rd, 2021

Xijiang Fan
Volunteer
Chinese Language Program OP sessions
888 University Rd,
Vancouver, V5K 17E

To: Xijiang, Fan (Fanxijiang@ubc.com)
From: Darius Zhang (DariusZhang_123@gmail.com)
Subject: Request for References— Darius Zhang

Dear Xijiang Fan

I hope you have been well since we last spoke and I hope this pandemic has not been too stressful for you.

I am writing to you to request a letter of reference for a mandarin tutor position and Mando Kids Inc. Would you be willing to be one of my references? I recall our time working for OP sessions and I thought that given I'm looking for in that next role, you would be a great colleague to speak to the skills I bring to the table as well as the kind of team player that I am. I would really appreciate if you could serve as a reference for me.

In return, I am more than happy to do the same for you at any point in time. Please do let me know. Additionally, I have attached my resume below. If you have further questions, please do not hesitate to contact me through my personal email.

Thank you for your time and consideration, I look forward to hearing from you.

Sincerely,

Darius Zhang

Darius Zhang

Enclosure: Resume—Darius Zhang.

Stephen Du
Teaching Assistant
Chinese Language Program OP sessions
888 University Rd,
Vancouver, V5K 17E

To: Stephen Du (StephenDu@ubc.com)

From: Darius Zhang (DariusZhang_123@gmail.com)

Subject: Request for References— Darius Zhang

Dear Stephen Du

I hope all is well with you. I learned you were promoted to a new position at UBC. Congratulations! I am reaching out today because I am looking to make my next career move, given our extensive working history together, I was wondering if you would be willing to serve as a reference. Having worked with you for the CLP Asian Events, your confirmation of my Chinese speaking and writing skills would be helpful in further persuading the employer for the mandarine tutor position to consider my application.

Additionally, I have attached my resume below for you to review. Please do let me know If you have further questions, I am happy to refresh our memory on the details of the event and the role I played if you want me to send anything over.

Thank you for your time and consideration, I look forward to hearing from you.

Sincerely,



Darius Zhang

Enclosure: Resume—Darius Zhang.

