

## Actual Advertisement



### Business English Teachers to Japanese Professionals - Remote Learning Cycle, Inc.

Paid (Part-time) (29 hrs/wk or less)

#### 1. Apply

Job Type

Paid (Part-time) (29 hrs/wk or less)

Job Description

#### **Job description**

Providing private English lessons remotely over the internet

Learning Cycle is a Tokyo-based startup offering private English lessons remotely over the internet. Our students are businesspeople working for a variety of well-known global and Japanese companies, including Accenture (consulting firm), KDDI (telecommunication) and Soracom (IoT). The goal of LC is to help our students improve their English knowledge and skill to better facilitate their business in an increasingly global market.

Dozens of Canadian/American/Japanese college students (University of Toronto, Simon Fraser University, California State University, The Pennsylvania State University, Tennessee State University, Tokyo University, Keio University, etc) have been working for Learning Cycle. They are available to answer any questions or concerns about joining our team.

#### **Required Skills / Qualification:**

Punctual, conversational, and willing to learn. A detailed knowledge of grammar is not needed to apply.

The ideal LC teacher is someone who is punctual, conversational, and willing to learn. A detailed understanding of grammar is not needed to apply. Prospective teachers are given one-on-one personal support from a supervisor throughout the training process in order to master the cycle and build up their grammar knowledge. As a teacher, you will have access to a network full of knowledgeable and experienced LC teachers who will be able to provide additional assistance and resources.

#### **Responsibilities:**

Facilitating 5 lessons per week and creating personalized feedback for the students adjusted to their English level

Lessons are held in the mornings Monday to Friday. Each lesson is organized around an IT or business-related article and prepared questions which allow us to measure the student's comprehension. The teacher acts as a conversation partner, guiding the student through review and discussion of new content and business concepts.

#### **Benefits:**

Work from home, flexible scheduling, learn about English grammar and current trends in the business/IT fields.

The teaching schedule is flexible to match each teacher's availability. Teachers are able to make connections with students and fellow teachers across the globe through the language learning process. By helping the students learn specialized business English terminology, teachers will be preparing the students and themselves for the modern workplace.

Qualifications

Cultural curiosity, punctual, conversational, and willing to learn. A detailed knowledge of grammar is not needed to apply.

The ideal LC teacher is someone who is punctual, conversational, and willing to learn. A detailed understanding of grammar is not needed to apply. Prospective teachers are given one-on-one personal support from a supervisor throughout the training process in order to master the cycle and build up their grammar knowledge. As a teacher, you will have access to a network full of knowledgeable and experienced LC teachers who will be able to provide additional assistance and resources.

Hours Per Week

10-12

Job Location

Nationwide Canada

Nationwide Japan

Job Nature

Virtual (Online)

Website

<https://corporate.learningcycle.co/>

Experience Level

Current Students in an Undergraduate Program, Current Students in a Masters Program, Current Students in a Phd Program, Graduated with an Undergraduate Degree, Graduated with a Graduate Degree (Masters or Phd)

ID: 951181

Salary Type: Hourly

Is this position paid or unpaid? Paid

Organization Type: For-Profit or Private

### **Works Cited**

“The University of British Columbia.” Business English Teachers to Japanese Professionals – Remote <https://ubc-csm.symplicity.com/students/app/jobs/detail/20f0015a98fb026e172a0609eede703f>

## Cover Letter

Learning Cycle

March 29, 2022

Dear Learning Cycle Hiring Personnel:

Please consider my application for the part-time Business English Teacher position as listed on UBC Career Services Website on March 15, 2022. I believe my education, experiences, interests, personality, and lifestyle make me a strong candidate for this position.

As a graduate of the Beedie School of Business at Simon Fraser University, where I majored in Business Administration and concentrated in Finance, I am familiar with various business and finance terms that you may teach your students who work for global and Japanese companies. Currently, I am completing an additional degree in Computer Science at UBC, specifically focusing on Business Analytics and Data Science, which relate to the teaching contents you may cover with your students.

I read *The Economist*, *Forbes*, *Harvard Business Review* regularly to keep myself updated with the latest business trends. In terms of IT-related materials, I am a monthly subscriber of *Wired*, *MIT Technology Review*, and *Bloomberg*. One recent business topic I am interested in is disruptions on the supply chain because of various world events. I want to find out more about how machine learning may help predict changes in the global supply chain.

During my years as an undergraduate student, I tutored fellow students and high school students. Individually and as a group, I supported them in a range of subjects, including Math, Business, English, and Accounting. This tutoring experience convinces me I enjoy sharing my knowledge with others. Seeing improvement in students gives me joy and motivates me to teach more.

At my job as a bookkeeper, I arrive on time for work and stand ready to collaborate with my co-workers. When I encounter challenges, I seek help, and I am keen on identifying and solving problems together with my team members who come from the world over, including Japan.

If my background meets your needs, please contact me any weekday at 604-111-111 or email me anytime at [msa176@students.cs.ubc.ca](mailto:msa176@students.cs.ubc.ca).

Sincerely,

MinZhang Si

## **Resume**

**MinZhang Si**

#1111 1234 Beatty Street

Vancouver BC V3B 8M2

Phone: 604-111-1111

Email: [msa176@students.cs.ubc.ca](mailto:msa176@students.cs.ubc.ca)

### **Objective**

- To be hired as a Business English Teacher to Japanese Professionals – Remote

### **Education**

**University of British Columbia**

**Present**

- Degree in Computer Science

**Beedie School of Business, Simon Fraser University**

**Jan 2016 – May 2020**

- Bachelor of Business Administration, Concentration Finance
- Dean's Honour Roll, 2019 Summer
- President and Dean's Honour Roll, 2020 Spring

**Gleneagle Secondary School**

**Sept 2012 – June 2015**

### **Experience**

**Mitchell Island Terminal Ltd**

**June 2020 – Present**

Bookkeeper

- Review data and information to check entries, calculations, and billing codes for accuracy
- Prepare payroll for 10 employees, answer their questions, report questions to senior management

### **Self-Employment and Freelance Jobs**

Tutor

- Tutored students Math, Business, English, and Accounting at first-year college level and high-school level

**Tencent Holding Ltd**

**June 2017 – Sept 2017**

Intern, Administrative Assistant

- Managed scheduling for staff and communicated regularly with coworkers about it
- Greeted visitors or callers daily, handled inquiries, directed them to the help needed

**Canadian Students Assistance Association**

**Mar 2016 – Dec 2016**

Operation Assistant

- Planned routine operations and special projects under direction of operations manager
- Emailed information and reminders regarding upcoming volunteer opportunities to community leaders and civic groups

**United Chinese Community Enrichment Services Society**

**Sept 2014 – May 2015**

Volunteer

- Helped new immigrants adapt to new environment in terms of culture and language
- Taught children spoken and written Mandarin and created a positive learning circle
- Supported event setup, prepared for large functions, and promoted events

## Reference One

#1111 1234 Beatty Street  
Vancouver BC V3B 8M2

March 29, 2022

Ms. Caroline Nao  
1231 Oak Street  
Burnaby BC V0D 9D0

Dear Ms. Nao:

I am writing to request your reference for a part-time position I am applying for. The company is Learning Cycle, a language-teaching company based in Japan that teaches students Business English to help them navigate the global and Japanese job markets.

Volunteering for you at United Chinese Community Enrichment Services Society has been one of the most valuable and informative experiences. Through you, I met various immigrants and newcomers to Canada and learned about their cultures and languages. I also had the opportunity to teach Mandarin and learned to create a positive learning environment for the participants.

Learning Cycle is looking for someone who is punctual, conversational, and willing to learn. For more information about the company, you can visit this link: <https://corporate.learningcycle.co/>. I would greatly appreciate your reference and evaluation of my performance working for you.

Please let me know if you can be my reference by April 5 so I can better prepare for the application. You can contact me anytime at 604-111-111 or email me at [msa176@students.cs.ubc.ca](mailto:msa176@students.cs.ubc.ca). Thank you.

Sincerely,

MinZhang Si

## Reference Two

#1111 1234 Beatty Street  
Vancouver BC V3B 8M2

March 29, 2022

Mr. John Lo  
8 Muddy Road  
Delta BC B5V 1K9

Dear Mr. Lo:

You are receiving this letter as I am hoping you can give me a reference for a part-time position at Learning Cycle, a language-teaching company based in Japan that teaches students Business English to help them navigate the global and Japanese job markets.

Since working with you at Mitchell Island Terminal Ltd, I have demonstrated diligence, punctuality, responsibility, interpersonal skills, and readiness to learn. For example, When I first got hired, I worked hard to learn the new accounting system our company was installing into our computers. Last month, I took the initiative to organize a social gathering at the local pub for our coworkers to boost morale. Learning Cycle is looking for similar traits in job applicants.

You can also rest assured that my work with Learning Cycle will not affect my performance at Mitchell. The remote teaching position is flexible and runs for 10-12 hours a week. As I have shared with you, teaching is also one of my passions, and this Learning Cycle opportunity may give me transferrable skills for my role at Mitchell.

For more information about Learning Cycle, you can visit this link:

<https://corporate.learningcycle.co/>. I would greatly appreciate your reference and evaluation of my performance working for you.

Please let me know if you can provide a reference for me by April 5 so I can better prepare for the application. You can contact me anytime at 604-111-111 or email me at [msa176@students.cs.ubc.ca](mailto:msa176@students.cs.ubc.ca). Thank you.

Sincerely,

MinZhang Si

### Reference Three

#1111 1234 Beatty Street  
Vancouver BC V3B 8M2

March 29, 2022

Dr. Erika Paterson  
Professor of English 301 99c Technical Writing  
The University of British Columbia

Dear Dr. Paterson:

Thank you for the opportunity to learn technical writing from you this semester through English 301. I am writing to request a reference for a part-time teaching position at Learning Cycle, a language-teaching company based in Japan that teaches students Business English to help them navigate the global and Japanese job markets.

I understand I am still far from being a professional writer, but I am confident to say I am much more sensitive to formatting, tone, pronouns, and negatives in my writing. In addition to the formal report, the assignment to write expanded definitions is the most challenging yet rewarding task. With the knowledge of this course, I wish to help potential students who are keen to learn business or technical writing.

I would really appreciate your writing a reference for me and sharing with Learning Cycle my work habits and attitude towards my studies. If you want to learn more about the company, you can visit this link: <https://corporate.learningcycle.co/>.

Please let me know if you can list you as a reference by April 5 so I can better prepare for the application. You can contact me anytime at 604-111-111 or email me at [msa176@students.cs.ubc.ca](mailto:msa176@students.cs.ubc.ca). Thank you.

Sincerely,

MinZhang Si