

# Adam C. McGee

2523 King Forrest Dr.  
Mississauga Ontario  
L5K 2E5 Canada  
[adam.mcgee1@gmail.com](mailto:adam.mcgee1@gmail.com)  
(905) 822 4460

March 3, 2010

To whom it may concern,

I am incredibly interested in teaching English in South Korea, which is why I am contacting you. I am actively trying to secure an attractive one year contract within Korea. I feel that my strong work ethic and communication skills are well fitted to your needs. I know I will be an asset to the quality and image of your fine school.

My university and professional experiences have developed my abilities to quickly and thoroughly prepare myself for a broad range of challenges. Understanding and implementing a prescribed curriculum will be something that I will carry out with great attention. Speaking in public is a talent that comes naturally to me and is an art that I enjoy practicing. I was a founding member of Toastmasters public speaking club at my university. Since then I have become even more proficient in my abilities to address large groups of people. By working in a law firm for the last two years I have become accustomed to working with a professional demeanor and doing what is required of me in the time given.

Being raised by a large family I have always been exposed to children of varying ages, interacting with them is something that not only comes naturally to me, but is also something that I enjoy. I was an active volunteer for the Boys and Girls Club in Kingston Ontario Canada. In this club we supervised and educated large groups of impoverished children as an after-school program. I am experienced in dealing with children with varying levels of education. I take great joy in interacting and teaching kids of all ages and I believe that I would be a valuable addition within your school.

Thank you for reviewing my qualifications. I hope to hear from you and answer any questions you may have for me. You can reach me anytime via my email.

Sincerely,

Adam McGee

# Adam C. McGee

2523 King Forrest Dr.  
Mississauga ON  
L5K 2E5 Canada  
[adam.mcgee1@gmail.com](mailto:adam.mcgee1@gmail.com)  
(905) 822 4460

## Summary Of Strengths

Queen's University graduate with proven interpersonal communication skills and a natural ability to work well with others. Motivated, dependable, and highly adaptable. I am a native English speaker and I enjoy working with children. I am eager to apply my education, creative problem solving skills, and ambition to your professional work environment.

## Education

**Queen's University**, Kingston Ontario **2009**  
Bachelor of Arts Honours Sociology  
Resourceful in working with deadlines and meeting expectations  
Proven ability to effectively organize objectives and research academic literature  
Acquired a talent for distilling complex theories into layman terms

**Humber College Institute of Technology & Advanced Learning**, Toronto Ontario **2004**  
Police Foundations Program Diploma

## Professional Experience

**Riches McKenzie & Herbert LLP**, Toronto Ontario **2009**  
*Special Projects Manager*  
Charged with overhauling a diverse range of digital and physical legal archives  
Responsible for reorganizing all transitional patents in a cogent manner  
Relied upon to complete and problem solve arising tasks

**Riches McKenzie & Herbert LLP**, Toronto Ontario **2008**  
*Summer Intern*  
Experienced in dealing with clients in a professional manner both in person and over the phone  
Became proficient at dynamic data entry

**Queen's University Housing Services**, Kingston Ontario **2007**  
*Home Renovation Specialist*  
Worked effectively in small teams to preserve, repair, and renovate houses on university campus

## **Extracurricular Activities**

Queen's University Toastmasters Club (Founding member) **2007- 08**  
After School Buddies Council Member **2007- 09**  
Boys and Girls Club of Kingston Volunteer **2007- 08**