

Daniel Sloman
1261 sw 104th passage, APT 208
Miami, FL 33174

April 7, 2014

**English Teacher Position**

To Whom it May Concern:

I am pleased to submit my application for the position of English teacher. With my Bachelors of Arts in Anthropology/Sociology and teaching certificate (TEFL certification), I am a great fit for your job descriptions. I am principally interested in utilizing my anthropological and English teaching/speaking skills to communicate with my students and effectively teach them English.

Based on my understanding of the English teaching positions available, following are some aspects of my background that seem most relevant to your positions:

★ Preparing and teaching English language classes by means of appropriate methods to attain the lesson objectives.

★ Creating in-depth and organized lesson plans which teach students how to utilize English in their everyday lives.

★ Experience with Korean culture, working in a Korean company, and the Korean language.

★ Responding to the individual learning needs of several students in the same class.
★ Creating engaging presentations and scenarios that keep students’ attention.

As an enthusiastic English teacher, I would welcome the opportunity to speak with you regarding the English teacher position. Thank you for your time and consideration.

Sincerely,

Daniel Sloman

Encl. Resume

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| **DANIEL ZACHARY SLOMAN** 16590 NE 26th AVE APT 404 North Miami Beach, FL 33160  |
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| **WORK HISTORY** |
| July 2014 to PresentAugust 2013 to July 2014May 2012toAug 2012  | **Dongbu Daewoo Electronics****Sales and Logistics:****-Assisting with translation services for presentations from Korean to English.****-Completing sales orders, entering the data in the database, handling sensitive information while making rapid calculations.** **-Interacting with Korean, American, and South American customers/ associates on a daily basis.****Office Assistant *African and African Diaspora Studies department (Florida International University) Miami, 33199*****Office Assistant:** **-Organizing and setting up cultural events and lectures on African culture and history.** **-Filing, sending out program information, taking phone calls, making copies, and handling sensitive financial information (among other clerical tasks).****Telephone Service Representative** Ruffalo Cody (Annual Giving Office at Florida International University)Miami, 33199 Calling Agent: Calling Florida International University alumni to raise funds and take surveys about their experiences at FIU. Data Entry: Regularly entered sensitive information about the alumni (credit card information, designation of funds, address, members of the house hold, experiences at FIU). Rapid Calculation: While speaking to alumni on the phone, rapidly tabulated large sums of money and allocated the funds to their designated departments (see data entry).* Very skilled in customer service
* Experienced in handling sensitive financial information
* Adept at making rapid mathematical calculations
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| Aug 2011toApr 2012  | **Desk Assistant** Florida International University Miami, 33199 Student/Parent Liaison: Regularly helping students and parents over the phone and in person.Secretary: Organizing and handling important documents and information (filing documents, paper shredding, inputting information into the computer through excel/Microsoft word).* Extensive experience in customer service
* Adept in excel and microsoft word
* Great orginizational skills
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| **EDUCATION** |
| Sep 2013toAug 2014 Aug 2010toJuly 2014 | **ITTO TEFL Certification Class****Miami FL, 33174 (English teaching certification)****Florida International University** Miami, 33199Anthropology/Asian Studies Anthropology: I have taken many classes on language and cultural exchange which have proven beneficial in communicating with others.* 3.5 GPA
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| Sep 2012toAug 2013  | **Ritsumeikan University (study abroad through Florida International University)** (Japan)Kyoto-shi, 616-8192Anthropology/Japanese Japanese: One year of intensive Japanese language immersion classes.Anthropology: Classes on Japanese culture.* Very adept at acclimating to new and unfamiliar situations/environments
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| Aug 2006toJun 2010  | **Michael Krop Senior High School** North Miami Beach, 33179N/A High School |
| **MEMBERSHIPS** |
|  | Golden Key Academic Honors Society: Exclusive international honors society which invites members based on high academic and extracurricular achievement. Anthropology Honors Society: Exclusive international honors society for high achieving university Anthropology students. |
| **SOFTWARE/SYSTEM SKILLS** |
|  | Adept at Excel and Microsoft Word. |
| **LANGUAGE SKILLS** |
|  | Fluent in English and conversationally proficient  |
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