

1307 31<sup>st</sup> Street  
Rockford, Illinois 61108, USA  
+1.815.997.3576

August 31, 2010

Dear Mr. Kim,

I am writing in regards to the English Language Instructor position available in Bucheon. While I recently finished a contract teaching English at a Mokdong kindergarten and elementary academy, I look forward to returning to Korea as soon as possible. Whereas I thoroughly enjoyed and benefited from the time at my former school, I am excited for the opportunity to work in a new teaching environment. As such, I am eager to present my expertise and experience to the academic development of Korea's youth.

As an English teacher, I have planned and organized EFL lessons at an English academy to students in diverse age and ability levels. While tutoring in Minneapolis, Minnesota, my appreciation for children's innate abilities grew as I witnessed them learn to love reading. As I organized community youth gardens and peace celebrations in Saint Paul, Minnesota, I saw youth empowered by their own dedication. They no longer tolerated graffiti, litter, and vandalism, but engaged in peace to constructively better their neighborhoods. Investment in our children truly leaves the world better off than we found it.

I am a highly motivated individual with a solid work ethic, seeing responsibilities through with great dedication. I've been told I have great organizational skills and multitasking abilities and that I work well in groups and am extraordinarily dependable. However, I work equally well alone, with limited need for supervision or direction.

My experiences teaching in Korea, tutoring in Minneapolis, and working in the non-profit community over the past several years give me an insightful advantage toward engaging and inspiring students to reach great levels of English fluency.

Now, I would very much like to contribute my abilities and skills to the fulfillment of the important mission of teaching language fluency. I would appreciate an opportunity to discuss in further detail my qualifications. My resume is enclosed for your convenience. Thank you for your time and consideration.

Regards,  
Jordan Groh

**Jordan Groh**  
1307 31<sup>st</sup> Street  
Rockford, Illinois 61108, USA  
815-997-3576, jordan.groh@gmail.com

### Education

**Bachelor of Arts, double major: Political Science  
and International Relations**  
Minor in Art

Bethel University '09  
St. Paul, MN

### Experience

**Korea Poly School: Mokdong Campus**  
EFL Teacher

**July '09 – July '10**  
Seoul, South Korea

- Taught English language classes to more than 100 elementary students.
- Organized and developed curriculum to suit the language needs of students from kindergarten to fifth grade.

### **The Project for Pride in Living**

College House Tutor

**Aug '07 – May '08**  
Minneapolis, MN

- Tutored neighborhood children in Minneapolis, while living in an intentional community house.
- Organized educational field trips and educational games and activities.

### **Greater Frogtown Community Development Corporation**

Intern

**Summer '08**  
Saint Paul, MN

- Organized vacant land into community youth gardens and neighborhood spaces.
- Assessed properties to distribute energy-efficiency and weatherization loans in low-income communities.

### **The Aurora – Saint Anthony Neighborhood Development Corporation**

Intern

**Summer '07**  
Saint Paul, MN

- Evaluated risk and recorded concern of low-income residents regarding Light Rail Transit development.
- Organized summertime educational field trips for neighborhood children.

### Volunteer Activities and Extra-curricular Interests

#### **World Challenge, Bethel University**

Leadership Team

**Aug '07 – May '09**  
Saint Paul, MN

- Guided student members around issues of social justice and non-violent conflict resolution.
- Planned discussion of world needs, while creating opportunities for involvement and direct engagement.

#### **Corporate Accountability International: Think Outside the Bottle Campaign**

Intern

**Fall '08**  
Minneapolis, MN

- Planned information sessions explaining the environmental costs of bottled water.
- Created dialogues with community leaders about environmental reform.
- Pressed and campaigned the Minneapolis and St. Paul governments to change municipal water policy.

#### **The New York Center for Art and Media Studies**

- Semester studying photography, culture, and urban communities
- Interned with studio photographers and organized art shows.

**Jan '07 – May '07**  
New York, NY

**Collegiate Varsity Letters** in Cross Country and Track at Bethel University

**Fall '05 – Spring '09**

### Skills

- Proficient in Microsoft Office, Adobe Photoshop, Bridge, Camera Raw, and Apple Aperture

### References

- Richard Kwak: Director, Korea Poly School: Mokdong Campus: 2.2644.7659
- Eric Oines: Project for Pride in Living Tutor Coordinator: +1.612.720.8827
- Matt Runion: Associate Campus Pastor, Bethel University: +1.651.635.8757