

Kaitlyn Matheson
Suncheon-Si, Jeollanam-do
010-5657-4752 ● kaitlyn.matheson@ryerson.ca

July 14, 2014

Dear Hiring Manager,

It is with great enthusiasm that I submit my application for the position of ESL Teacher. With ESL teaching experience and my love of working with children I was immediately interested in this opportunity.

Working at EZS English Academy as an ESL teacher I am responsible for 30 classes a week with students ranging from 7-16 years old. I have created a fun and engaging environment with lesson plans that are tailored to each students needs. On a daily basis I am exposed to a wide ranging curriculum and manage various classroom dynamics which include one-on-one, novel classes and small groups.

Focusing on speaking and comprehension I have built a classroom where the students feel supported and challenged to fulfill their potential. I engage my students in their education and create participatory learning so they have a voice in the classroom. Every child has the potential to excel. It is my job to help them to discover their capabilities and to create a learning environment in which they are able to achieve success.

With my skills, experience teaching in South Korea and love for language education, I believe I would be an ideal fit for your school. Thank you in advance for your consideration.

Sincerely,

Kaitlyn Matheson

OBJECTIVE	Secure a challenging position as an ESL teacher which will enable me to use my hands on teaching experience, innovative ideas and passion for working with children.	
RELATED EXEPERIENCE	ESL Teacher Ezs English Academy, Suncheon-Si, SK - Improved written and spoken English to 150 Korean students ranging from 7-16 years old - Tailored lesson plans to the various levels and learning styles of my students -Created a trusting classroom environment which challenged the students to meet their potential -Worked within a curriculum to deliver interesting and engaging lessons while maintaining proper class decorum	March 2013- August 2013
	Go Girls Big Brothers Big Sisters, Toronto, ON -Helped lead a group mentoring program for girls ages 12-14 that focuses on physical activity, balanced eating and self-esteem - Worked with a group of 20 girls over a course of 10 weeks	September 2011-June 2012
	U12 Girls Head Coach Scotia Olympics Soccer Club, Sackville NS -Created a fun and encouraging team environment helping the players develop individually and as a team -Organized and oversaw training sessions and provided guidance and instruction from the sideline	Summer 2012
	Camp Counsellor Sack-A-Wa Canoe Club, Sackville, N.S. -Planned, organized and implemented daily activities for 12 campers -Ensured a safe and enjoyable camp experience	Summer 2009
EDUCATION	Ryerson University Toronto, ON -Bachelor of Technology, Minor in Marketing -Graphic Communications Management graduate with honors	2008-2012

OTHER WORK EXPERIENCE	<p>CV Studio July 2012-March 2014 Project Coordinator -Managed projects from concept to final production including prototyping, quoting, scheduling, estimating, budgeting, and sourcing -Was responsible for the efficient flow of all customer changes and coordinating issues to ensure that deadlines were met -Assisted in developing and maintaining long term customer relationships</p> <p>TechConference 2012 Lab Event Manager December 2011-March 2012 IDEAlliance, Chicago, IL -Coordinated with industry professionals to help plan a technical conference -Acted as primary contact for all speakers, updated the event website, ran the onsite lab program</p> <p>Research Assistant October 2011-April 2012 Ryerson University, Toronto, ON -Conducted research on colour management in the Graphic Arts Industry</p> <p>Marketing Analyst May 2011-August 2011 Symcor Inc., Mississauga, ON -Conducted research on new potential vertical markets -Worked with large databases to build client prospect lists -Was responsible for proofreading and editing content for external client relations</p>
VOLUNTEER EXPERIENCE	<p>RYETAGA September 2008- April 2011 Ryerson University, Toronto, ON -Member of fundraising and marketing committee</p> <p>AIIESEC Ryerson January 2011- April 2011 Ryerson University, Toronto, ON -Member of marketing and communications committee</p> <p>Student Editor 2008-2009 Ryerson Residence Yearbook, ON -Responsible for final editing and overall production of the book -Worked on layout of pages; delegated page assignments</p>
AWARDS	<p>Canadian Printing Industries Scholarship 2008-2012</p>