Cover Letter, Curriculum Vitae – Roan Jan van Eeden

To who it may concern:

I am writing this letter with great enthusiasm, with the prospect of a new beginning in sight.

In December of 2008 I took a great leap by relocating to South Korea with my wife. A Country I have come to love as a home, with great respect and admiration for the culture and Korean way of life.

My wife is an English teacher at the Gangwon Science High School, and I have been keeping myself busy tutoring and teaching the children of our church and friends in English. I love to work with people, young and old alike. I see communication as my strong suit and love doing it, whether it be one on one, group or public.

All the positions I have held have been people orientated, advisory, sales or teaching in some form. I excel in these fields for various reasons, I see it as my calling. I have been blessed with words, and how to use them, my persuasion and negotiation skill set is of a very high standard. Matched only by my leadership abilities, reiterated by the fact that I successfully coached an average community soccer club to a divisional championship with limited knowledge and no coaching experience. I see myself as a motivator and a positive influence. I am a team player and firmly believe in the old saying “if you help someone up a mountain, you’ll soon see that you are at the top as well”.

My hobbies include reading and building scale models. I am an avid sports fan, and enjoy watching and participating in a whole range of sports. I believe there is a special bond between sports spectators that signifies unity and commitment. Which in turn is the building blocks of society.

I am keen on learning, goal orientated, always give my best and hold work ethics in high regard. I am very adaptable, have a problem solving mindset and I set out to build lifetime relationships with those I work closely with.

Kind regards,

Roan van Eeden.

**Personal Information – Roan van Eeden**

Full Names - Roan Jan

Surname (Family name) - van Eeden

Date of Birth - 12-06-1984

Identity Number - 8406125152083

Passport Number - 446744865

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South Korea

Marital Status - Married

Nationality - Republic of South-Africa

Ethnic Group - Caucasian

**Educational Information**

High School - The High School Menlopark

 Pretoria, South-Africa

Tertiary Qualification - Certificate in basic

 Psychology from Intec Edu.

 Certificate in “Business

 Negotiation” from UniversalClass.

I have successfully completed various short courses on, *Public Speaking*, *Closing the Sale, Persuasion, Time Management , Conflict Control* as well as *Level 1 First Aid*.

At present, I am studying towards my *A.S.S Degree* in Electronic Engineering from the *Cleveland State Electronic Institute*. (02-2009 – current).

**Extra Curricular Activities**

Sport - High School Rugby 1998-2002.

 Club Rugby 1999-2006.

 Club Cricket 2003-2006.

Leadership Roles - Vice President of Genl. Fick

 Voortrekkers. (culture movement).

 Church Deacon (2003-2006).

 Chairman of the Church Youth League.

 Youngest member of the Ficksburg

 Business Association.

Coaching - Assistant coach of the Caledon Park Elementary

 Cricket Academy.

Head Coach of the Mountain Eagles

 Community Soccer Club.

**Employment Information**

Trimeric Printers (Ficksburg) - Client Relations (2003-2006)

Duties - Managing Accounts, Sales and general admin.

Reason for Leaving - Relocation to Johannesburg

Essential Publishing (Johannesburg) - Portfolio Manager (2007-2008)

Duties - Advising Clients on Advertising Opportunities

 and managing their portfolio.

 Building client relations between the

 Government and Private Sector.

Reason for Leaving - Relocation to South Korea

Tutoring - English Tutor (2009-current)

Duties - Tutoring, Elementary-, Middle school and

 Adult students in English.

**References**

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