**Cover letter**

Dear Sir/Madam

Please find attached with this Cover Letter my Curriculum Vitae. I would like to apply for any available teaching posts that you might have available. I will briefly give a short description of my strengths as a teacher and an individual. I have qualified from the University of Pretoria, completed a 4 year B Ed degree. I specialized in Early Childhood Development & Foundation Phase, and also majored in English and Special Educational Needs. I have been a full time classroom Educator since January 2008. Currently I am a KG2 teacher at MIS (Muscat International School). I am a dedicated, self-disciplined individual who has a passion for teaching and educating. I am a strong believer in and promote equality for all, no matter what culture, religion or nationality. When teaching a lesson I do believe it is important to incorporate core life skills into any lesson, so that even though a learner does not remember the academic aspect of the lesson, the life skills should ring a bell somewhere. I am able to work with people and am a very easy person to work with. If guidance or advice is given, I am able to utilize what has been said to make an improvement some how or some where. I am able to adapt to any given situation and am very flexible. I would gladly offer my “services” to you believing that being part of your team I will learn some valuable life lessons, and I might just teach you something in return.

**Curriculum Vitae**

**Of**

**Debbie Nel**

**Personal Details**

Surname: Nel

First Name: Debbie

D.O.B: 1985/08/07

Nationality: South African

Email address: debster205@yahoo.com

Cellular number: +96897840468/+968 943 72252

Residential Address: MIS Teacher compound]

Al Khuwair, Muscat

Sultanate of Oman

Postal Address: Muscat International School

P O Box 1031

Ruwi

112

Sultanate of Oman

**2. Academic Details**

2.1 Matric

Certificate Obtained: General and Further Education and Training Quality Assurance Council – **Senior Certificate**

Year: 2003

School: Lydenburg High

Town: Lydenburg

Symbols Achieved: Afr HG C

Eng HG A

Bio HG D

Geo HG B

Maths SG E

Compu Typing SG C

2.1.1 Achievements

1998: Selected as representative on Student Council

1999: Receive award for best new comer in Netball 0/14

2000: Attend MUSSA National Netball Championships 0/15

1999-2003: Academic Achievement (maintain an average above 65%)

2003: Receive Honorary Award for Academic Achievement (Average above 65% from Gr.8-Gr.12)

2003: Academic Achievement, Gold Certificate – Distinction in Geography HG

2003: Selected as representative on Student Council

2.2 Tertiary Education

Institution: University of Pretoria

Degree Obtained: B Ed: ECD & Foundation Phase

Year: 2008

Specializing Modules: English

Language across the Curriculum

Special Educational Needs

Early Childhood Development

2.2.1 Achievements & General

2004-2007: Part of Tuks creative team

2004: Part of a group of 12 Selective students to have lunch with the Dean of the

Faculty of Education – Prof. Jonathan Jansen

2004: Act as peer counselor – HIV/AIDS

2005: Attend the ICET seminar

2005: Attend a training workshop in Assessing portfolios and acted as a marker during a peer evaluation session

2005: Attend and complete a short course on using puppets in the classroom

2007: Attend and complete a First Aid Training course

2007: Attend and complete a course – Knowledge and Understanding of HIV/AIDS in the workplace

2007: Attend and complete a THRASS training workshop

1. **General Working Experience**

2006: Work as a Teaching Assistant for a Lecturer in the Department of Language & Human Studies

2007: Work at an After School Centre (assist with homework, reading etc.)

1. **Teaching Experience**

February 2011 – Current Date: KG 2 Teacher at MIS (Muscat International

School)

May 2010 – February 2011: ESL teacher (kindergarten) at Bow Jinn ESL school

August 2010 – February 201: ESL teacher (elementary school) DAILY ESL

Centre & IDEAL ESL Centre

January 2010 – March 2010: Dunvegan Primary School (Grade 6 Educator)

Learning Areas: History

EMS

Arts & Culture

January 2008 – December 2009: Martin Primary School (Grade 5 Educator)

Learning Areas: Afrikaans (FAL)

Social Science

Arts & Culture

January 2005 – February 2005: Lekker Leer Nursery School (Grade R)

January 2006 – February 2006: Eendracht Primary (Grade 2)

April 2007 – June 2007: Pretoria Oos Primary (Grade 1)

July 2007 – September 2007: Eendracht Primary (Grade 3)

Extra Curricular Activities which I am able to coach

Hockey Netball

Shot Put Sprints

Long Jump Relays

Hurdles Middle & Long Distances

Swimming

Extra Courses Attended:

2008: Umpire course for Netball

2008: Talk on discipline in the classroom and at home by Dr. Moll

2008: Talk on Bipolar Disorder & Depression in children

2009: Coaching of Athletics, hosted by CGA (Central Gauteng Athletics)

2009: Fun in Athletics hosted by CGA

2009: Talk on ADHD

2009: Follow up course on Netball umpire course

2009: Computer course hosted by RAU

2009: Teaching Methodology course

2011: Course on how to use vegetables in the classroom to teach English

2012: Improving Classroom Performance for Primary Teachers.

2012: Learning with the Brain in Mind

2012: Jolly Phonics course

1. **Computer literacy**

With confidence use MS Word, MS Excel, MS Power Point and the internet.

1. **Language Proficiency**

English: Read, write and speak fluently

Afrikaans: Read, write and speak fluently

Isizulu & SePedi: Read, write and speak (not fluently)

Arabic: Beginner

**References**

Hazel Mc Court (MIS KG Coordinator)

+968 245 65550

Stephen Coventry (MIS Head of Primary)

+968 245 65550