

Hajar Shaaban

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Hiring Manager

RE: Applying for the Position English Language Teacher

Dear Sir/Madam,

I would like to express my interest in the position of English Language Teacher and pursue the opportunity to apply my expertise. For I am a quick learner, I have the ability to adapt new skills in no time and work as a professional. I have been an English Language Trainer at Al Nada Training Center for 9 months. I had training for the BQA standards by Taseel Education & Management Consultancy. I got evaluated as an Outstanding Trainer by their expert evaluator Dr. Brian Bennison. Moreover, I have been the Head of the Language Department since day one. I had to follow-up the paper work with the management such as: New Course Approvals, BQA standard filing... etc. Recruiting new trainers and training them on the BQA training standards was also part of my job.

As "keeping myself busy all the time" is all that I have been doing, I have been able to develop myself personally and professionally in all aspects and different fields. My main strength lies in leadership, communication and project management. I like to keep myself on the move, always energetic and enthusiastic inside and outside the office. Meeting new people and building relationships is what I keen for. I always look for diverse teams to work with; as it provides the opportunity to exchange culture, knowledge and plenty of extraordinary ideas. From there, I found myself volunteering and involving myself in many successful projects.

Recently, I have been teaching as a part-time teacher with Almuheet Institute. I had the opportunity to teach a new curriculum from the awarding body Oxford. I have held both virtual and physical classes for the age group of 6-21 years old students.

I am looking for an opportunity where I can make use of my skills, passion and valuable experience in the field. I would love to discover and apply more techniques in teaching the English language, therefore, it would be an amusing experience for the students and an advantage for the institute.

Sincerely,

Hajar Shaaban