

FIRST JOB

Ana has completed her University Degree and has just got her CELTA certificate. She has a folder with her certificates. While she was studying she had a part time job in a café.

She's ready to look for her first teaching opportunities

See the job opportunity below and a short resume written to respond to that job:



SUMMER ENGLISH EFL TEACHER AND ACTIVITY LEADER



Key skills for this role include:

- English Language Proficiency
- EFL Teaching Skills: Ability to plan, prepare, and deliver high-quality English language lessons that cater to the needs and proficiency levels of students.
- Classroom Management: Skills in managing classroom dynamics, maintaining discipline, and creating a positive and inclusive learning environment.
- Communication Skills
- Interpersonal Skills: Ability to build rapport with students and colleagues from diverse cultural backgrounds, fostering a supportive and inclusive learning environment.
- Activity Coordination: Skills in planning, organizing, and leading recreational and cultural activities for students, including excursions, sports, and outdoor games.
- Creativity and Innovation
- Problem-Solving Skills
- Teamwork and Collaboration
- Adaptability and Flexibility: Willingness to adapt teaching methods and activity plans based on the needs and preferences of students, as well as changing circumstances or unexpected events.
- Leadership Skills
- Cultural Sensitivity

ANA GENTE

Experienced professional with Cambridge CELTA Certification and a Bachelor's in Film Studies. Skilled in ESL teaching, curriculum development, and classroom management. Proficient in English and Spanish. Strong customer service background. Eager to contribute to your academy as an EFL teacher, blending teaching expertise with activity coordination skills.

☎ +123-456-7890

✉ ann@email.com

📍 Anywhere St., Any City

🌐 www.website.com

EDUCATION

University of XX

Bachelor of Arts (BA), Film
Studies
2022

High school Dip

High School ,
City, Country
2017

CERTIFICATION

Cambridge CELTA Provider

123 Anywhere St., Any City
2023

WORK EXPERIENCE

Barista

Cafe Clara / 2019-

- Provided excellent customer service to patrons
- Demonstrated ability to work under pressure and accept criticism
- Successfully sold products and services
- Collaborated effectively with colleagues and worked independently
- Utilized strong verbal communication skills and memory retention

Job-specific Qualifications:

- Recognized EFL qualification (Cambridge CELTA) obtained in 2023
- Previous experience in teaching and leading activities aligns with the requirements of the position at X Academy.

Job Duties & Responsibilities Alignment:

- Ability to plan, prepare, and deliver high-quality English language teaching
- Experience in monitoring progress and providing feedback to students
- Proficiency in contributing to the development and improvement of English language materials
- Willingness to engage in professional development and adhere to safeguarding guidelines
- Demonstrated capability to lead group activities for children and adults, ensuring their safety and well-being

SKILLS

- PESL teaching frameworks including speaking, listening, and writing
- Curriculum development using guided learning methods
- Student-centered teaching philosophy
- Sensitivity to cultural differences
- Classroom & time management

ADDITIONAL INFORMATION

Proven ability to work well with children and lead activities

Willingness to undergo DBS police check for working with children under 18

Committed to professional development and improvement in teaching and learning.

KEY ACHIEVEMENTS

- Successfully completed Cambridge CELTA Certification.
- Developed strong communication skills through customer service experience.
- Adapted to diverse work environments and demonstrated flexibility.