

Nguyễn Hữu Tân
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June 3rd, 2017

HR Department

AMA School

47-49 Trương Định, District 3, HCMC.

Dear Sir/ Madam,

Apply to: Teaching Assistant position

I am writing to the position of Teaching Assistant currently as advertised on your main website.

I am now a final year university student at Industrial University of Ho Chi Minh City (IUH) and my major is English Language. I'm looking for a job in teaching English or teaching assistant where I can learn and develop my knowledge and my skills. A position of good teacher, work in an active environment with precious opportunities for career advancement.

In 2014, I worked as a tutor for helping a high school student with the university entrance exam. My main responsibility was helping him review all the lessons that he have learned in school, gave him exercises to do and taught some tips or skills to help him do the test better. I also talked and shared some advice for him when he was confused in choosing a school. I am maybe lack of experiences and some skills, but I will try as much as possible and I am also willing to learn something new that I have never known before.

You will find me to be a positive, motivated and hard-working person who keen on learning and contribute. Given the opportunities, I would apply myself with enthusiasm to all tasks, ensuring that I get the job done accurately and efficiently.

These are the qualities that I believe make me a suitable for this position. My resume is attached and I look forward to being able to discuss the position with you further.

Yours faithfully,

Nguyễn Hữu Tân

Objective

I am now a final year university student at Industrial University of Ho Chi Minh City (IUH) and my major is English Language. I'm looking for a teaching assistant position where I can learn and develop my knowledge and my skills. A position of good teacher, work in an active environment with precious opportunities for career advancement.

Education

INDUSTRIAL UNIVERSITY OF HO CHI MINH CITY

2014 - 2017

Major: English Language

GPA: 3/4

Work Experience

HIGH SCHOOL TUTOR

2014 - 2014

Tutor at Marie Curie High School, District 3

Main responsibilities:

- Review the lesson that student studied in that day to help him remember better.
- Check homework the teacher gave him, remind him to do it, make sure that he finished it perfectly or and then correct it when we had time.
- Give more exercises for him to do and help him to learn new vocabularies.
- Revise the lesson if he had exams.
- At that time, he was in grade 12 so I also had the responsibility to give him some advice when he was confused in choosing a university.
- Share some tips in doing the national entrance exam for him and always encourage him as much as possible.
- Talk to him like a friend to make him feel relax after a day at school, ect.

Recognition and Gains:

- Succeed in helping him to pass not only many texts in classes but also the national entrance exam.
- Become a good listener and adviser during the his difficult time.
- Become a sociable and out-going person.

CLOTHING STORE

2013 - 2014

Part-time Sales Staff


- Sell goods for teenager and adult at the Shop.
- Advertise products on media publications such as: shop website, facebook, instagram...
- Check the products and keep the shop clean.

Achievements and skills gained:

- Be assessed positively by the shop's boss: active, extremely adaptable...

 16-02-1995

 Male

 0907763442

 nmpnht@gmail.com

 Ho Chi Minh City, Vietnam

SKILLS

Office

Logical thinking and creative

Public Speaking

INTERESTS

- o Soccer
- o Music
- o Make friend with everybody
- o Chit chat
- o

- Observe, learn and catch customers' taste well.
- Improve Communication Skill.

Activities

GREEN SUMMER VOLUNTEER CAMPAIGN

2010 - 2012

Member of Green Summer Volunteer Campaign every summer from 2010-2012

- Take part in the Green Summer Volunteer Campaign each summer from 2010 to 2012.
- Do many social activities and help a lot of people.
- Dedicate my youth and made intellectual contributions to the country with practical activities supporting the residents.

Additional Information

I am a person who are sociable, out-going, friendly and many other characteristics. I can make other people feel happy, enjoyable and comfortable every time and everywhere. I am also willing to learn new stuffs, new things to develop or increase my skills. Because this job has to work with many kids and children, I fell very cheerful to work, study and play with them. I am also good at communication with kids.