

Dear Human Resources Manager,

I am pleased to share that I am a responsible, productive and dedicated Online ESL Instructor with over 15 years of mostly classroom and online teaching experience in student-centered classrooms. I find it fulfilling to inculcate the English language to students by facilitating their listening, speaking, reading, and writing through a wide use of critical thinking skills in conjunction with diverse interactive activities and exercises.

I earned my Master's degree in Adult Education where a bulk of my studies centered on creating, developing and implementing best teaching practices in the classroom as well as designing instruction. In addition to my post-graduate degree, I have my TESOL certification where I completed 120 hours of classroom training at Clayton State University with Dr. Sarah Shope.

Teaching English and mentoring students of all ages such as undergraduate, graduate, general learners, entrepreneurs, and medical students have been at the forefront of my career challenging me to continuously improve my instruction techniques. My work as an English instructor has landed me employment opportunities in the states of Georgia, Virginia, and New York. I've been offered the chance to work in the Middle East, China, South Korea and Japan. However, I decided to try my luck by teaching in Japan. During that time abroad, I was able to amplify my sense of cultural sensitivity and expand my creativity as well as embrace and manage distinct learning styles.

With my experience, I am equipped to design, develop and modify curricula, lesson plans and syllabi; provide compelling and engaging lessons; keep track of student progress by quizzing their skills; raise awareness in areas of interest at staff meetings; be punctual at delivering proper paperwork to my supervisors; and create formative and summative assessment tools.

Education plays a tremendous role in my life and I would like to share that passion while working with you. Please take the time to thoroughly assess my resume and entire e-portfolio. The letters of recommendations on my e-portfolio were all written during the late spring and early summer of 2020. I look forward to hearing from you soon. Thank you for genuinely considering me to be an essential part of your faculty. It would be an honor to commence a lasting professional relationship as an ESL instructor with your institution.

Best regards,

Jennifer Gutierrez  
English Language Educator  
929-370-2040  
[gutierrez.jenniferlee@gmail.com](mailto:gutierrez.jenniferlee@gmail.com)  
[www.jennifer-gutierrez.com](http://www.jennifer-gutierrez.com)