

Karen Jones

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Dear Director,

My passion to teach English to students of all ages and backgrounds drives my interest in international education. I am energetic, compassionate, and really want to help people obtain the best possible experience learning a foreign language. I would prefer to teach adolescents ages 14 and above to adults of any age. My extensive background in business and sales will enhance the experience in the classroom.

My entire career has focused on developing a strong work ethic that lends itself to creating lesson plans for classroom learning across cultures. My goal is to provide a clear understanding of universal concepts in daily activities and to create a safe classroom environment that promotes learning and develops students who are recognized as the best in their region or area.

Having worked with many cultures, ages, and personalities, will help me excel in a teaching position. Language is communicating in many different means and levels. I am very comfortable in a classroom environment; I have done a great deal of public speaking and clearly explain processes and procedures using visuals or role playing to help student retention.

My resume is attached and provides more details related to my background, experience and education. I welcome an opportunity to personally talk with you about your teaching position and how I can contribute to your school's English language programs. Thank you for your courtesy and consideration. I look forward to hearing from you.

Sincerely,

Karen Jones

KAREN JONES

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Personal Details

Birth	USA / 1960
Citizenship	American
English Ability	Native Speaker
Marital Status	Single

Education

TESOL/TESL/TEFL Certification (100 Hours) Oxford Seminars April 2013	<i>Sacramento, USA</i>
Bachelor of Business Major: Finance Minor: Communications University of California, Sacramento State College August 1981 - December 1983	<i>Sacramento, USA</i>
Associate of Arts American River College August 1978 - June 1981	<i>Sacramento, USA</i>

Work History

In English Rome, Italy 2014 to present.
Latest assignment Liceo Farnesina, Rome, Italy..
Teach integrated Business English for the Cambridge IGSE Course utilizing the communicative approach.
Develop and prepare lesson planes including Business-English and English as a second language.
Evaluate the performance of students. Cultivate and encouraging classroom atmosphere.
Provide students with opportunities to gain confidence in their language skills and prepare students for the Cambridge Exam.
Excellent pass rate for private students taking various certificate programs including Pet, Fce, Cae, and various others.

English Teacher
Canadian Language School
Trencin, Slovakia
November 2013-May 2014

Insurance Agent
Blue Shield of California *El Dorado Hills, USA*
February 2001 - May 2013

- Energetic, customer-focused top sales agent, using active listening and needs-based techniques that improve customer understanding of product benefits.
- Work with multiple cultures overcoming language challenges by finding a common ground and adapting presentations to fit within any level of understanding.

Membership Sales
Better Business Bureau *Sacramento, USA*
March 1997 - January 2001

- Designed and developed presentations for small business owners, communicating effective

means of increasing company profits.

- Nurtured business relationships by using excellent communication skills. Held the position of top sales agent, was very motivated, and worked well both individually and within a team environment.

Volunteer Experience

Study Group Leader/Mentor

Italian Cultural Center

Sacramento, USA

September 2011 - Present

- Mentor, tutor, and coach students struggling with vocabulary.
- Help students with speaking and writing skills to improve fluency.

Team Captain-Ladies Tennis

Rollingwood Racquet Club

Sacramento, USA

March 2010 - March 2011

- Coached and mentored a team of ten women to improve their skills and techniques.
- Coordinated and organized practice times, order of play, team play, and practice drills.

Additional Skills / Experiences

Languages:

Italian (Intermediate)

Travel:

Italy, France, England, China, Mexico, Virgin Islands, Bahamas

Interests:

Travel, Tennis, Cooking, Gardening

Skills:

Experienced real estate sales person (license is current), Excellent cook and gardener

References

Available upon request