

Company
Address
Zip Code and City
Phone:

C/O Language School
Address
Zip Code and City
Tel:
Mobil:
Email:
Re:

Dear Company,

I have been made aware of your need for additional native English language teachers by the ____ Language School here in Budapest, and as an American Communications Instructor who has been developing a comprehensive and flexible English language development style of my own here in Budapest since 2002, I do feel uniquely qualified for this position, and I'd like to talk to you about your needs, and how I can be of assistance. Subsequently, I have already been informed of the basic teaching arrangement between Company and ____ Language School, and find it quite compatible with my own teaching system.

My style is unique and exceptionally effective. I teach all levels and ages; my youngest and current student is 4 years old, while my oldest has been 85, although the average students range from high school through middle-aged career-minded individuals; naturally, their interests and levels vary greatly, thus I am generally called upon for one-on-one lessons, but I have also taught groups of several. I specialize in, but am not limited to, job and promotional interviews, English language testing, and Business-oriented in English Subjects (as opposed to simply "Business English", which is often simple language terminology with poorly formulated business suggestions that are inadequately applicable to my clients' needs and wants), i.e., Assertiveness Training, Marketing, Managerial Skills, Finance, and Psychology; in fact, my selection of material is many, with an additionally exclusive collection of professional books in such various subjects, along with a killer website; I do not suggest that I am teaching my students new concepts in their own fields per se, but rather a vigorous foundation of expressions and concepts in English that they may or may have already been aware of in their own native languages, but are not competent to use in English. My own personal continued studies—I'm generally self-educated, mind you, include readings in both English and Hungarian to further my own personal set of skills; my investment in myself in Hungary, and in the Hungarian language has even led to translation assignments from Hungarian into English, and with help, vice versa: including most recently, legal and IT matters. It is my desire that we find the time to work with each other.

For further information, please refer to my CV, which I presume is about to be a bit unconventional, seeming the circumstances. :D

Christopher J. Dias

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