**First Name of Application CV No 1644870**

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Dear sir/madam Sub: Covering letter

May I venture to introduce myself to you through this brief write-up.

A post graduate in English Language and Literature with a Bachelor’s degree in education, I’ve 15 years of Gulf experience in the field of imparting education. I am currently teaching in one of the prestigious institutions in Abu Dhabi.

Apart from delivering language lessons, my forte has always been in training students for various literary competitions including debates, elocutions and quizzes. Organizing competitions and compering programs are also my strong areas. Another key area of interest is creative writing. I’m the Associate Editor for our school magazine.

I also conduct private tuitions for IELTS and IGCSE students.

At present I’m looking forward to a more challenging role to apply my potential to a greater extent. It would be my privilege to join a highly competitive work environment such as your esteemed institution.

**OBJECTIVES**

Seeking a suitable position in a challenging environment where my language, pedagogical and presentation skills can be utilized to its maximum potential.

***Brief overview***

 **15 years of experience** as an English language teacher in the UAE.

 **Associate Editor** for the school magazine.

 **Member of IDEA**, a student focused non-profit voluntary organization for Innovative Development of Educational Aptitude; Served as the **jury member on the IDEA Panel** for Elocution Competition.

 **Training students in extracurricular activities such as debates, elocutions, recitations, drama and quizzes for Intra School as well as for inter school competitions.**

 **Undertake assessment of students in Speaking and Listening Tests to meet the national standards set by the Central Board of Secondary Examination and to record all assessment decisions.**

 **Planning, preparing and delivering instructional material** as prescribed by the CBSE to facilitate active learning experiences for students inside the classroom.

 **Develop lesson plans and classroom activities**.

 **Collect and maintain accurate and complete records of students’ progress and development.**

 **Assessment of paperwork** as required by the Central Board of Secondary Examination, New Delhi.

 **Maintain learner’s records and activities** on prescribed paperwork in line with academic policy.

 **Participate in department, academic meetings, and CPD** (Continuous Professional Development workshops.).

 **Keep up to date with developments in subject area, teaching resources and methods** and make relevant changes to instructional plans and activities.

 In the capacity as **Associate Editor,** compile, edit and proofread literary compositions of students as well as chronicle the activities going on at school during the course of an academic year along with the photographs and snapshots of the same.

 Serve as **MC for various programs in school as well as anchor/Organize and conduct various competitions.**

 **Manage cultural Club and its activities** with the help of student leaders.

**PROFESSIONAL & EDUCATIONAL QUALIFICATIONS**

 M.A**. (English Language and Literature)**

**University:** University of Kerala, Kerala, India. (1992-1994)

 B.Ed **:** University of Kerala, Kerala, India.( 1995-1996)

 SET **(State Eligibility Test for teaching Higher Secondary Level) : Government Of Kerala (**2000)

 **On Line TESOL Certificate**

 **Continuous Professional Development Workshops Attended:**

 **21st C skills in Education**

 Tools **for assessment**

 Integrating **ICT in classroom Teaching.**

 Sustainable **Environment.**

 Working **knowledge of Computers**

**PROFESSIONAL EXPERIENCE**

 20 0 2 to till da te : English Teacher, Abu Dh a b i Indian School, Abu Dh a bi.

 19 9 7 -20 0 2 : English Tea her, In dia n Isla h i Is la mic School,Ab u Dh a bi.

 19 9 4 -19 9 5 : English Teacher, J yothi Niketan Women’s College,India .

**PERSONAL DETAILS**

Nationality : Indian.

Sex : Female.

Marital Status : Married.

Date of Birth : 31st July 1970.

Hobbies : Reading, Creative writing